

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Percy Addo	Job Title & Grade: IT Specilist GS13
AAship/Region and Division: Drinking Water Infrastructure Development Division	Address of Official Agency Worksite: 1200 Pennsylvania Avenue NW
Employee's Work Phone: 202-564-3085	Employee's Work E-mail Address: Addo.Percy@epa.gov
First-line Supervisor: Michael Plastino	First-line Supervisor's Work Phone: 202-564-0682
Proposed Start Date: 08/29/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>April 5th 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As an IT Specialist with Project Management related work assignments, I am able to comfortably complete all assigned duties outside of the Official Agency worksite without any hinderance to the Agencies ability to accomplish its mission. Since onboarding in June 2020 and during the maximum telework posture at the hieght of COVID, work performance has continously been rated at the level of, meeting expection(s) or above. 100 percent of my current assigned duties are performed online, whether onsite at my Official Agency worksite or at the remote location. With current work assignments remaining inline and similar to work assignments accomplished during the mentioned timeframe, there is virtually no difference in my ability to complete tasks outside of my Official Agency worksite vs onsite. In terms of equipments used to facilitate completion of assigned duties, i have procured and invested in office equipment that are comparable to my assigned office equipments, if not better.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Percy Addo

Digitally signed by Percy Addo
Date: 2022.08.23 15:00:28
-04'00'

Date:

8/23/2022

Supervisor's Signature:

Plastino, Michael

Digitally signed by Plastino,
Michael
Date: 2022.09.01 16:24:26 -04'00'

Date:

09-01-2022

AA/RA (or designee) Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.12.21 11:23:47 -05'00'

Date:

12/21/22

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Shamima Akhter	Job Title, Pay Plan, Series & Grade: Microbiologist; GS 13; Series 0403
Office/Region and Division: OW/OST/HECD	Address of Regular Office or Worksite: WJC West, 1301 Constitution Ave., NW, Washington, DC 20460
Employee's Work Phone: 202-566-1341	Employee's Work Email Address: akhter.shamima@epa.gov
Supervisor's Name: Susan Euling	Supervisor's Work Phone & Email Address: 202-566-2717; euling.susan@epa.gov
Proposed Start Date: 01/03/2023	Proposed End Date (for DETO):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☒ Yes ☐ No

Domestic Employee Teleworking Overseas Arrangement

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

(DETO): ☐ Yes ☐ No

Request:

Select one: ☒ New Request ☐ Request for Modification to Existing Agreement []

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☒ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature:

SHAMIMA AKHTER

Digitally signed by SHAMIMA
AKHTER
Date: 2023.01.03 17:35:42 -05'00'

Supervisor's Signature:

SUSAN EULING

Digitally signed by SUSAN
EULING
Date: 2023.01.04 12:52:08 -05'00'

Approval Official or Designee's Signature:

BENITA BEST-WONG

Digitally signed by BENITA BEST-WONG

Date: 2023.01.19 11:25:21 -05'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jezebele Alicea-Virella	Job Title & Grade: Program Analyst, GS14
AAship/Region and Division: OW/IO/RMS	Address of Official Agency Worksite: 1200 Pennsylvania Ave NW Washington DC 20460
Employee's Work Phone: 202-564-2534	Employee's Work E-mail Address: alicea.jezebele@epa.gov
First-line Supervisor: Sharon Vazquez	First-line Supervisor's Work Phone: 202-564-1622
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): 	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 202-564-2534	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature 	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/08/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>As a program analyst my Junior Resource Official roles and responsibilities will include monitoring OW's contracts, IAs and acquisition processes ensuring they are managed in an ethical and efficient manner. From the RWL I will continue to:</p> <ul style="list-style-type: none"> - Provide technical assistance/advice on compliance with federal and agency contract and interagency requirements to the SRO. - Provide technical assistance to OW managers and CORs on implementation of contract and IA requirements. - Review advanced procurement plans (APPs) and interagency agreements requiring SRO approval to ensure compliance with fiscal resources management laws and regulations. - Ensure appropriate and effective systems, procedures, management controls, communication and outreach are in place for contracts, IAs and acquisitions resources. - Ensure appropriate and effective planning, assessment, monitoring and control for contracts, IAs and acquisitions. - Serve as the lead for carrying out OW's Acquisition Forecast and work collaboratively with OSDBU and OAS. - Ensure that OW's CORs have Agency required training and experience. and receive appropriate contract specific <p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Employee's Signature: Jezebele Alicea-Virella</p>	<p>Digitally signed by Jezebele Alicea-Virella Date: 2022.03.10 14:01:04 -06'00'</p>	<p>Date: 03/08/2022</p>
<p>Supervisor's Signature: SHARON VAZQUEZ</p>	<p>Digitally signed by SHARON VAZQUEZ Date: 2022.03.26 23:25:01 -04'00'</p>	<p>Date:</p>
<p>AA/RA (or designee) Signature: BENITA BEST-WONG</p>	<p>Digitally signed by BENITA BEST-WONG Date: 2022.06.07 18:32:44 -04'00'</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Jezebele Alicea-Virella Remote Work Text

As a program analyst my Junior Resource Official roles and responsibilities will include monitoring OW's contracts, IAs and acquisition processes ensuring they are managed in an ethical and efficient manner. From the RWL I will continue to:

- Provide technical assistance/advice on compliance with federal and agency contract and interagency requirements to the SRO.
- Provide technical assistance to OW managers and CORs on implementation of contract and IA requirements.
- Review advanced procurement plans (APPs) and interagency agreements requiring SRO approval to ensure compliance with fiscal resources management laws and regulations.
- Ensure appropriate and effective systems, procedures, management controls, communication and outreach are in place for contracts, IAs and acquisitions resources.
- Ensure appropriate and effective planning, assessment, monitoring and control for contracts, IAs and acquisitions.
- Serve as the lead for carrying out OW's Acquisition Forecast and work collaboratively with OSDDBU and OAS.
- Ensure that OW's CORs have Agency required training and experience, and receive appropriate contract specific certifications.
- Provide support for program offices COR certification processes and compliances.
- Serve as technical expert to the OW program offices on contract, IA and acquisition processes policies and regulations.
- Monitor, control and report of contracts financial status ensuring efficient and effective use of obligated funding
- Promote team building and collaboration surrounding contracts and interagency agreements.
- Ensure continuous improvement communicating OW's management and CORs in a timely manner of contract and Agency agreement policies and procedures.
- Provide recommendations for improving contract management coordination and communication within OW.
- Serve as the advocate to OW program offices for small business utilization.
- Coach and mentor junior staff interested on contract and acquisition processes.
- Ensure team building and collaboration on continuous improvement related to DEIA and small business utilization through contracts and acquisitions processes.

- Represent OW SEPAC with other EPA offices, internal and external stakeholders on applicable agency-level national program council, and partner with affinity groups, as well as external groups such as colleges and universities.
- Ensure and support activities promoting DEIA in the workplace.
- Analyze Agency workforce data and identifying barriers in the areas of recruitment, hiring, promotions, career development, retention, and reasonable accommodation affecting the full representation of protected groups (e.g., minorities, women, and persons with disabilities).
- Compile, develop, and disseminate information and documents for managers, supervisors, and employees to provide knowledge and sensitivity in all facts or issues of accessibility and reasonable accommodation of persons and veterans with disabilities.
- Develop and conduct programs such as training workshops, career fairs, listening sessions, and commemorative observances to increase cultural competency and awareness.
- Perform surveillance of the utilization of small business contract vehicles.
- Coordinate and collaborate with OSDBU ensuring EPA's OW progressive performance toward achievement of small business metric goals for each FY.



Appendix D – Remote Work Agreement

Employee's Name: Ashley L. Allen	Job Title, Pay Plan, Series & Grade: Biologist, GS-14
Office/Region and Division: Office of Water/OST/EAD	Address of Regular Office or Worksite: 1301 Constitution Ave., NW, Washington, DC 20004
Employee's Work Phone: (202) 566-1012	Employee's Work Email Address: allen.ashley@epa.gov
Supervisor's Name: Brian D'Amico	Supervisor's Work Phone & Email Address: (202) 566-1069, damico.brian@epa.gov
Proposed Start Date: May 11, 2022	Proposed End Date (for DETO):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☒ Yes ☐ No

Domestic Employee Teleworking Overseas Arrangement

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

(DETO): ☐ Yes ☐ No

Request:

Select one: ☒ New Request ☐ Request for Modification to Existing Agreement []

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☒ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature:

ASHLEY ALLEN

Digitally signed by ASHLEY ALLEN
Date: 2022.05.10 18:47:10 -04'00'

Supervisor's Signature:

BRIAN D'AMICO

Digitally signed by BRIAN
D'AMICO
Date: 2022.05.11 07:13:38 -04'00'

Approval Official or Designee's Signature:

BENITA
BEST-WONG

Digitally signed by
BENITA BEST-WONG
Date: 2022.10.25
10:19:01 -04'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Curt C. Baranowski	Job Title & Grade: Environmental Protection Specialist / GS-15
AAship/Region and Division: OW/OGWDW/WSD	Address of Official Agency Worksite: 1201 Constitution Ave. NW; Washington, DC 20460
Employee's Work Phone: 202-564-0636	Employee's Work E-mail Address: baranowski.curt@epa.gov
First-line Supervisor: Latisha Mapp	First-line Supervisor's Work Phone: 202-564-1390
Proposed Start Date: TBD	If Temporary, Proposed End Date: NA
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number:	Alternate Phone Number (if available): NA
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>July 25, 2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

For more than two years I have been working from home full-time during the pandemic. For at least five years prior to the pandemic, my schedule allowed for part-time telework, which made the transition to full-time remote-work much easier. During the pandemic I've discovered how much more productive and effective I can be at my job by working in this manner. Like many of us, I continue to contribute at a high level at work, perform proficiently at all job-related responsibilities, and have become more creative in continuing to support our customer base. For example, under the Creating Resilient Water Utilities initiative, I have taken what was traditional in-person, classroom climate-resilience training for drinking water and wastewater utilities and transformed that training into a virtual format. This transition allows EPA to continue to meet its mission and we have increased the number of water sector utilities trained during the pandemic as compared to pre-pandemic. I'd add that tele-working does provide all other benefits such as: 1) reducing our carbon-footprint; 2) the ability to attend meetings that are in locations that might not necessarily be accessible while in the office; and 3) better protecting the health and safety of all by having less people in the office.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Baranowski, Curt	Digitally signed by Baranowski, Curt Date: 2022.11.11 11:15:06 -05'00'	Date:
Supervisor's Signature: Mapp, Latisha	Digitally signed by Mapp, Latisha Date: 2022.11.28 09:15:16 -05'00'	Date:
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2023.01.16 21:26:16 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Curt Baranowski Remote Work Text

For more than two years I have been working from home full-time during the pandemic. For at least five years prior to the pandemic, my schedule allowed for part-time telework, which made the transition to full-time remote-work much easier. During the pandemic I've discovered how much more productive and effective I can be at my job by working in this manner. Like many of us, I continue to contribute at a high level at work, perform proficiently at all job-related responsibilities, and have become more creative in continuing to support our customer base. For example, under the Creating Resilient Water Utilities initiative, I have taken what was traditional in-person, classroom climate-resilience training for drinking water and wastewater utilities and transformed that training into a virtual format. This transition allows EPA to continue to meet its mission and we have increased the number of water sector utilities trained during the pandemic as compared to pre-pandemic. I'd add that tele-working does provide all other benefits such as: 1) reducing our carbon-footprint; 2) the ability to attend meetings that are in locations that might not necessarily be accessible while in the office; and 3) better protecting the health and safety of all by having less people in the office.

I've proven over the past seven-plus years, while either tele- or remote- working, that: 1) I continue to be a valuable part of EPA's workforce; 2) my work is 100% portable; and 3) I can perform all of my work duties as effectively from my remote work location as from my Official Agency worksite.

Most importantly, I understand how important it is to be accessible and available when working remotely. If given permission to permanently work remotely, I will continue to: 1) abide by a traditional work schedule; 2) be available by email, phone, and via web-services such as MS Teams, during work hours; and 3) send schedule changes and other necessary information to all impacted.

Based on the information above, I request your approval for full-time remote work.

If you have any questions, please do not hesitate to contact me.



Appendix D – Remote Work Agreement

Employee's Name: Shannon Behmke	Job Title, Pay Plan, Series & Grade: Biologist, GS, 0401, 13
Office/Region and Division: Office of Groundwater & Drinking Water, Standards & Risk Management Division	Address of Regular Office or Worksite: 26 W Martin Luther King Dr, Cincinnati, OH 45268
Employee's Work Phone: (513) 569-7166	Employee's Work Email Address: behmke.shannon@epa.gov
Supervisor's Name: Dan Hautman	Supervisor's Work Phone & Email Address: (513) 569-7274
Proposed Start Date: 06/05/2022	Proposed End Date (for DETO): N/A
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Local Commuting Area of Regular Office or Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature: Shannon Behmke Digitally signed by Shannon Behmke Date: 2022.05.24 11:26:53 -04'00'	
Supervisor's Signature: DANIEL HAUTMAN Digitally signed by DANIEL HAUTMAN Date: 2022.06.09 14:07:28 -04'00'	

Approval Official or Designee's Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.09.14 17:08:54 -04'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Brittany Bennett	Job Title, Pay Plan, Series & Grade: Ecologist, 0408, GS-13
Office/Region and Division: OW/OWOW/OWCD	Address of Regular Office or Worksite: 1200 Pennsylvania Ave, Washington DC 20004
Employee's Work Phone: 202-564-1896	Employee's Work Email Address: bennett.brittany@epa.gov
Supervisor's Name: Betsy Valente	Supervisor's Work Phone & Email Address: 202-564-9895 valente.betsy@epa.gov
Proposed Start Date: 09/05/2022	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Local Commuting Area of Regular Office or Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature: Brittany Bennett Digitally signed by Brittany Bennett Date: 2022.08.08 14:51:58 -04'00'	
Supervisor's Signature: CYNTHIA VALENTE Digitally signed by CYNTHIA VALENTE Date: 2022.08.13 19:42:43 -04'00'	

Approval Official or Designee's Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.09.14 14:29:15 -04'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

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Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Danita M Bowling	Job Title & Grade: Program Analyst GS-13
AAship/Region and Division: OW/OWOW/PCRMS	Address of Official Agency Worksite: 1301 Constitution Avenue NW Washington DC
Employee's Work Phone: 202-564-6722	Employee's Work E-mail Address: bowling.danita@epa.gov
First-line Supervisor: Sandy Dickens	First-line Supervisor's Work Phone: 202-566-2349
Proposed Start Date: 4/24/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 202-564-6722	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/11/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>My home office has proven capable of meeting or exceeding work-related computing needs, both stand-alone and via the Internet. I am fully capable of communicating via MS Teams, telephone, email and have not required any technical support that could not be resolved remotely by the most basic help desk support. My current workspace arrangement is safer and far more productive (with less interruptions) than is attainable at the official duty station. My current work duties contain entirely portable work that will not routinely require in-person activities and working remotely will allow for increase productivity and engagement and greater ability to support continuity of day-to-day operations.</p>		
<p>With the usage of remote work, I can concentrate freely.</p>		<p>Ex. 6 Personal Privacy (PP)</p>
<p>My remote work home environment is more comfortable, less noisy, provides better lighting, air quality, and is under my full control which allows me to better focus on getting the work done. Remote work provides continuity that enables me to</p>		
<p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Employee's Signature:</p> <p>DANITA BOWLING</p>	<p>Digitally signed by DANITA BOWLING Date: 2022.03.29 08:36:22 -04'00'</p>	<p>Date:</p> <p>3/16/2022</p>
<p>Supervisor's Signature:</p> <p>SANDY DICKENS</p>	<p>Digitally signed by SANDY DICKENS Date: 2022.03.29 08:40:06 -04'00'</p>	<p>Date:</p> <p>3.29.2022</p>
<p>AA/RA (or designee) Signature:</p> <p>BENITA BEST-WONG</p>	<p>Digitally signed by BENITA BEST-WONG Date: 2022.04.19 13:46:05 -04'00'</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

My home office has proven capable of meeting or exceeding work-related computing needs, both stand-alone and via the Internet. I am fully capable of communicating via MS Teams, telephone, email and have not required any technical support that could not be resolved remotely by the most basic help desk support. My current workspace arrangement is safer and far more productive (with less interruptions) than is attainable at the official duty station. My current work duties contain entirely portable work that will not routinely require in-person activities and working remotely will allow for increase productivity and engagement and greater ability to support continuity of day-to-day operations.

With the usage of remote work,

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

My remote work home environment is more comfortable, less noisy, provides better lighting, air quality, and is under my full control which allows me to better focus on getting the work done. Remote work provides continuity that enables me to avoid the negative impact of weather conditions or events that have caused the official duty station to close.

For the reasons provided, approval of remote work enables me to better serve the American public, accomplish the agency mission, reduce both the agency landscape and carbon footprint. Remote work enables me to be a healthier and more productive employee.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Rolando Camerino	Job Title & Grade: Contract Specialist, GS-1102-12
AAship/Region and Division: OW-OST-SHPD	Address of Official Agency Worksite: 1201 Constitution Ave NW, Washington D.C.
Employee's Work Phone: Ex. 6 Personal Privacy (PP)	Employee's Work E-mail Address: camerino.rolando@epa.gov
First-line Supervisor: Sara Hisel-McCoy	First-line Supervisor's Work Phone: (202) 566-1649
Proposed Start Date: 8/29/2022	If Temporary, Proposed End Date: 12/31/2022
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input checked="" type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System. <p style="text-align: center; margin-left: 150px;">Employee is on a 8-hour daily work schedule.</p>	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable. <p style="text-align: right; margin-right: 50px;">See attached Safety Checklist</p>	
Section 4. Employee Certification and Signature <div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> ROLANDO CAMERINO </div> <div> <div style="margin-top: 5px;"> Digitally signed by ROLANDO CAMERINO Date: 2022.09.27 12:44:22 -07'00' </div> </div> </div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>9/23/2016</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Work is 100% portable (I have access to Outlook email, various share point drives, can meet with OW and other HQ personnel via Zoom, MS Teams, etc. Accordingly, I still have the ability to meet the agency's mission and it's operational goals.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

ROLANDO CAMERINO

Digitally signed by ROLANDO CAMERINO
Date: 2022.09.27 12:45:22 -07'00'

Date:

Supervisor's Signature:

SARA HISEL
MCCOY

Digitally signed by SARA
HISEL MCCOY
Date: 2022.10.04
15:05:18 -04'00'

Date:

AA/RA (or designee) Signature:

BENITA
BEST-WONG

Digitally signed by
BENITA BEST-WONG
Date: 2022.10.26
09:55:43 -04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Robert K Carey	Job Title & Grade: Env Protection Specialist GS 13
AAship/Region and Division: OW/OGWDW/DWIDD	Address of Official Agency Worksite: 1200 Pennsylvania Ave, Washington, DC 20460
Employee's Work Phone: 202-564-2322	Employee's Work E-mail Address: carey.kyle@epa.gov
First-line Supervisor: William Bates	First-line Supervisor's Work Phone: 202-564-6165
Proposed Start Date: 10/1/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div>Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>June 30, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached for details.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Carey, Kyle	Digitally signed by Carey, Kyle Date: 2022.08.26 11:23:42 -04'00'	Date: 08/26/22
Supervisor's Signature: WILLIAM BATES	Digitally signed by WILLIAM BATES Date: 2022.10.07 19:23:41 -04'00'	Date:
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.12.21 10:14:21 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Carey List of Duties

The employee's current duties among other things includes leading our efforts associated with review and approval of state primary enforcement responsibility (primacy) and program revision applications for the underground injection control program as well as co-leading our efforts on aquifer exemptions.

Duties associated with state primacy, the employee is responsible for:

- participate in primacy/program revision quarterly meetings
- work collaboratively with regional staff and other offices to support the review and evaluation of state regulations and supporting documentation for primacy and program revision applications
- work with regulations manager to ensure timely evaluation of supporting documentation for rule making associated with primacy and program revisions
- develop rule making packages for management approval
 - Currently supporting:
 - Massachusetts – program revision
 - Texas – Class VI

Duties associated with Class VI:

- participate in weekly huddles
- point of contact for regions 7 and 8 for Class VI activities
- support and lead develop of resource tools to facilitate the review of Class VI permit applications
- support interagency efforts on DOI orphan well program
- support the development of the Class VI grant

Other duties:

- manage UIC ICR
- point of contact for private drinking water well information
- tribal UIC point of contact

In a hybrid setting these duties can be performed through a variety of technology that the Agency is currently using. The employee can use shared access of Microsoft products to seamlessly collaborate with colleagues in their work group, contractors, and with regional staff. Access to Teams and Zoom provides the employee with the ability to participate in meetings that are relevant to their work and to work with colleagues.

Appendix C- EPA-NTEU Telework Application

Employee Name: Jennifer Chan	Job Title & Grade: Environmental Engineer GS13
Office/Region and Division: OW-OWM-Water Permits Division	
Employee's Work Phone: 2025643067	Employee's Work E-mail Address: chan.jennifer@epa.gov
First-line Supervisor: Marcus Zobrist	First-line Supervisor's Work Phone: 2025648311
Proposed Start Date: April 10, 2022	Proposed End Date: (for Medical Telework)

Address of Alternate Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	Fax Number of Alternate Work Location (if applicable):
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Request:

☐ New Request Agreement
 ☐ Annual Recertification
 ☒ Request for Modification to Existing

Type of Telework Agreement:
 ☐ Regular
 ☐ Episodic
 ☐ Medical
 ☒ Full-time

If Regular Telework, Number of days per week: _____ or number of days per pay period: _____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8:30-5pm	8:30-6:30pm	8:30-5pm	8:30-6:30pm	12-5pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8:30-5pm	8:30-6:30pm	8:30-5pm	8:30-6:30pm	12-5pm

Description of Portable Work to be performed at Alternate Work Location:

Support implementation of the 2021 Pesticide General Permit; Support pesticide general permit's litigation; Reissuance of the 2026 Pesticide General Permit; ESA Biological Opinion Geospatial project; Purchase card holder; Contract-level COR for the OW Small Business Multiple Awards Contract; project officer for the ACWA cooperative agreement; assist with budget tracking.

Approval/Disapproval (attach additional documentation, if needed):

☐ Approved
 ☐ Approved with Modifications (cite reason(s) and modification below)
 ☐ Disapproved (cite reason(s) below)

Employee's Signature:	Date: 2022March10
Supervisor's Signature:	Date:
DAA/DRA (or designee Signature (For Full-time Telework):	Date:

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Jennifer Chan	Job Title & Grade: Environmental Engineer GS13
Office/Region and Division: OW-OWM-Water Permits Division	
Employee's Work Phone: 2025643067	Employee's Work E-mail Address: chan.jennifer@epa.gov
First-line Supervisor: Marcus Zobrist	First-line Supervisor's Work Phone: 2025648311
Proposed Start Date: April 10, 2022	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (including city, state and zip code):	

Ex. 6 Personal Privacy (PP)

Phone Number of Alternate Work Location: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Fax Number of Alternate Work Location (if applicable):
--	---

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement:
 ☐ Regular
 ☐ Episodic
 ☐ Medical
 ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8:30-5pm	8:30-6:30pm	8:30-5pm	8:30-6:30pm	12-5pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8:30-5pm	8:30-6:30pm	8:30-5pm	8:30-6:30pm	12-5pm

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: 2022March10

Employee's Signature:

Jennifer Chan

Date:

2022March10

Supervisor's Signature:

Date:

DAA/DRA (or designee) Signature (For Full-time Telework):

Date:

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Addison Chau	Job Title & Grade: Program Analyst - GS 11
AAship/Region and Division: OW/OWM/WID/WIRFC	Address of Official Agency Worksite: 1201 Constitution Ave NW, Washington, DC 20004
Employee's Work Phone: (202)-564-3943	Employee's Work E-mail Address: chau.addison@epa.gov
First-line Supervisor: Sonia Brubaker	First-line Supervisor's Work Phone: (202) 384-7030
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div>Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/28/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Since starting my role at the Agency in January of 2021, I have performed my duties at the Official Agency worksite only once, due to the ongoing pandemic. The time I went into the worksite was April of 2022, over a year after I began at the Agency. There was no difference in my performance at the Official Agency worksite compared to my performance at the proposed RWL.

Up until that point, most of my duties, trainings, and work experiences have been performed at the proposed RWL. Evidently, 100% of my duties can be performed remotely and approval of my remote work request will not require reassignment of my current work tasks to others. The remote work request is within the commuting area, thus if I am called to the Official Agency worksite, I can arrive within 24 hours.

I have effectively communicated and worked with my colleagues and supervisor to understand the Agency's operational

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: ADDISON CHAU	Digitally signed by ADDISON CHAU Date: 2022.01.28 14:33:05 -05'00'	Date: 1/28/2022
Supervisor's Signature: SONIA BRUBAKER	Digitally signed by SONIA BRUBAKER Date: 2022.03.30 13:04:17 -04'00'	Date: 03/30/2022
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.09.20 12:01:00 -04'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Addison Chau - Remote Work Text

Since starting my role at the Agency in January of 2021, I have performed my duties at the Official Agency worksite only once, due to the ongoing pandemic. The time I went into the worksite was April of 2022, over a year after I began at the Agency. There was no difference in my performance at the Official Agency worksite compared to my performance at the proposed RWL.

Up until that point, most of my duties, trainings, and work experiences have been performed at the proposed RWL. Evidently, 100% of my duties can be performed remotely and approval of my remote work request will not require reassignment of my current work tasks to others. The remote work request is within the commuting area, thus if I am called to the Official Agency worksite, I can arrive within 24 hours.

I have effectively communicated and worked with my colleagues and supervisor to understand the Agency's operational goals and effectively produce deliverables. We connect via Microsoft Teams chat, Microsoft Teams Video, ZoomGov, email, and phone. Responses to and from colleagues and supervisor are within a reasonable amount of time, if not immediate. I have also worked with my supervisor to overcome obstacles as they occurred - including communication interruptions caused by failure of Agency equipment/ technology and internet outages - so that the work of the Agency can still be accomplished in an effective and timely manner.

I have taken efforts to build relationships with others at the Agency, both within and outside my branch, by scheduling one-on-one meetings, participating in mentoring activities, and joining social and networking groups. These relationship building activities were done to establish rapport and gain knowledge so that I can continue to improve my performance and increase effectiveness of meeting the Agency's mission.

Overall, my work from the proposed RWL has not appeared to diminish the Agency's ability to accomplish its mission and meet its operational goals. I can continue to perform all my duties effectively from the RWL by continuing the with my current actions and activities. My work is portable, does not required access to in-office resources, and has all been performed through my EPA issued laptop. As I continue and grow into my role(s), my performance will only become more effective. Approval of this request will offset the readjustment and learning that may need to take place should I need to work from the Official Agency worksite.

Lastly, the reduced commute will decrease the Agency's carbon footprint and create a cost savings for the Agency in my monthly transit subsidy.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Christopher Clipper	Job Title & Grade: Environmental Protection Specialist, 13
AAship/Region and Division: Office of Water/Water Permits Division	Address of Official Agency Worksite: 1201 Constitution Ave NW, Washington, DC 20460
Employee's Work Phone: 202-564-3098	Employee's Work E-mail Address: clipper.christopher@epa.gov
First-line Supervisor: Lisa Biddle	First-line Supervisor's Work Phone: 202-566-0350
Proposed Start Date: April 24, 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 202-564-3098	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>April 20, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

During the COVID-19 pandemic, I've performed my duties as effectively from home as from the Official Agency Worksite and without interruption. This provides an example of how I would work at an RWL. My current work is portable and does not routinely require in-person activities at my Official Agency Worksite (as shown during COVID-19). At a RWL I'll be reasonably available to colleagues, supervisors, and the public to the same extent as if I were at my Official Agency Worksite. At a RWL I'll work with my supervisor to overcome problems or obstacles - including interruptions in communications. At a RWL I'll be available to be recalled to the Official Agency Worksite with reasonable notice. I already have the equipment necessary to successfully remote work, including a laptop computer and communications technology (e.g. Microsoft Teams). Working from home during COVID-19

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

(previously in OCSPP and now in OW).

Approval/Disapproval (attach documentation):



Approved



Disapproved (cite reason(s) below)

Employee's Signature: CHRISTOPHER
CLIPPER

Digitally signed by CHRISTOPHER
CLIPPER
Date: 2022.04.20 19:39:31 -04'00'

Date:
April 20, 2022

Supervisor's Signature: LISA BIDDLE

Digitally signed by LISA BIDDLE
Date: 2022.04.29 11:35:13
-04'00'

Date:

AA/RA (or designee) Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.10.25 10:36:51 -04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Rosaura Conde	Job Title & Grade: Environmental Protection Specialist, GS-14
AAship/Region and Division: OW/OWOW/WRAPD	Address of Official Agency Worksite: WJC-West 7330D
Employee's Work Phone: 202-566-1514	Employee's Work E-mail Address: conde.rosaura@epa.gov
First-line Supervisor: James Havard	First-line Supervisor's Work Phone: 202-564-5544
Proposed Start Date: April 24, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/23/22 (video)</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have a home office space that is set up very similarly as the space I have in the office. I have two monitors that allow me to work effectively in a virtual environment - can have a materials on one screen while the virtual call is on the other. My EPA-provided equipment has a camera and microphone that I've been able to use regularly on these calls.

I have been able to maintain a high level of work through the last two years of remote work. I expect that EPA will continue to support the tools (e.g., Teams) that allow us to collaborate effectively remotely. I also expect conference rooms will be able to support a hybrid workforce. I plan to revisit this plan and assumptions with my supervisor annually.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: ROSAURA CONDE	Digitally signed by ROSAURA CONDE Date: 2022.03.23 09:57:15 -04'00'	Date: 03/23/2022
Supervisor's Signature: JAMES HAVARD	Digitally signed by JAMES HAVARD Date: 2022.04.05 19:54:57 -04'00'	Date: 4/07/2022
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.07.17 17:40:02 -04'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix A - Telework Application/Agreement

Employee Name: Ruby Cooper	Job Title: Program analyst				
Office/Region and Division: OW/OWM/PIRMS					
Employee's Official Work Station Address: 1200 Pennsylvania Avenue, rm 7102D EPA East, Washington, DC 20460(4102M), Washington, DC 20460					
Employee's Work Phone: 202-564-0757	Employee's Work E-mail Address: cooper.ruby@epa.gov				
First-line Supervisor: Robin Danesi	First-line Supervisor's Work Phone: 202-564-1846				
Proposed Start Date: 7/18/2022					
Address of Primary Alternative Work Location(s) (Including city, state, and zip code): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>					
Address of Secondary/Special Circumstances (must attach separate safety checklist): Employees are understood to be working at the primary location unless they have informed their supervisor otherwise in advance.					
Phone Number of Alternative Work Location(s): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	Training: <input type="checkbox"/> Telework Training evidence attached.				
Request: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement </div>					
Type of Telework Agreement (may select Regular and Situational on the same form): <div style="margin-top: 5px;"> <input checked="" type="checkbox"/> Regular Telework <input checked="" type="checkbox"/> Situational Telework <input type="checkbox"/> Medical Telework (also requires additional certification) </div>					
Regular Telework Schedule:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Agency Worksite					
Alternative Work Location	8:30am-6 pm	8:30 am-6pm	8:30 am-6 pm	8:30 am-6 pm	8:30 am-5 pm
Pay Period Week #2					
Official Agency Worksite					
Alternative Work Location	8:30am-6 pm	8:30 am -6 pm	8:30 am-6 pm	8:30 am-6 pm	CWD

Employee Certification: I certify that by signing below I have read and understand the EPA Telework Policy and relevant collective bargaining agreements (CBA) and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in the EPA Telework Policy and relevant collective bargaining agreements and this Agreement and agree to adhere to those terms and conditions. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my alternative work location (AWL).

Employee's Signature: RUBY COOPER	Digitally signed by RUBY COOPER Date: 2022.07.13 14:24:27 -04'00'	Date:
Approval Official or Designee's Signature: BENITA BEST- WONG	Digitally signed by BENITA BEST-WONG Date: 2022.09.29 10:23:06 -04'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Approval/Disapproval:

- ☒ Approved
- ☐ Approved with Modifications (cite reason(s) and modification below)
- ☐ Disapproved (cite reason(s) below)

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Telework Application and Agreement Records, EPA-61.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your telework application/agreement.



Appendix A – EPA Remote Work Agreement

Employee's Name: Tiffany Leigh Cooper	Job Title, Pay Plan, Series & Grade: Management Analyst GS015/9
Office/Region and Division: Office of Ground Water and Drinking Water/RMES	Address of Regular Office or Worksite: 1201 Constitution Avenue, Washington, DC 20460
Employee's Work Phone: 2025641586	Employee's Work Email Address: cooper.tiffany@epa.gov
Supervisor's Name: Eric Bissonette	Supervisor's Work Phone & Email Address: 2025642140, bissonette.eric@epa.gov
Proposed Start Date: May 1, 2022	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Commuting Area of Regular Office or Worksite: <input checked="" type="radio"/> Yes <input type="radio"/> No (Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="radio"/> Yes <input checked="" type="radio"/> No	
Request: Select one: <input checked="" type="radio"/> New Request <input type="radio"/> Request for Modification to Existing Agreement	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="radio"/> Approved <input type="radio"/> Disapproved (cite reason(s) below)	
Employee's Signature: TIFFANY COOPER	Digitally signed by TIFFANY COOPER Date: 2022.04.25 07:37:15 -04'00'
Supervisor's Signature: ERIC BISSONETTE	Digitally signed by ERIC BISSONETTE Date: 2022.03.17 10:55:10 -04'00'
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.09.13 15:59:21 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	



Appendix D – Remote Work Agreement

Employee's Name: Judith Leslie Corcelli	Job Title, Pay Plan, Series & Grade: Physical Scientist 1301-13
Office/Region and Division: OW/OWM/WID	Address of Regular Office or Worksite: 1200 Pennsylvania Ave NW Washington, DC 20460
Employee's Work Phone: 202-564-3825	Employee's Work Email Address: corcelli.leslie@epa.gov
Supervisor's Name: Michael Deane	Supervisor's Work Phone & Email Address: 202-564-8918
Proposed Start Date: 05/08/2022	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Local Commuting Area of Regular Office or Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature: JUDITH LESLIE CORCELLI Digitally signed by JUDITH LESLIE CORCELLI Date: 2022.05.09 12:19:31 -04'00'	
Supervisor's Signature: MICHAEL DEANE Digitally signed by MICHAEL DEANE Date: 2022.05.15 15:40:33 -04'00'	

Approval Official or Designee's Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.09.14 14:48:32 -04'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application					
Employee Name: James C. Covington, III			Job Title & Grade: Economist 14		
Office/Region and Division: OW/HQ/WEC					
Employee's Work Phone: 202 566-1034			Employee's Work E-mail Address: covington.james@epa.gov		
First-line Supervisor: Erik Helm			First-line Supervisor's Work Phone: 202 566-1049		
Proposed Start Date: 03/27/2022			Proposed End Date: (for Medical Telework)		
Address of Alternate Work Location (Including city, state and zip code):					
Phone Number of Alternate Work Location: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>			Fax Number of Alternate Work Location (if applicable):		
Request: <input type="checkbox"/> New Request Agreement <input type="checkbox"/> Annual Recertification <input checked="" type="checkbox"/> Request for Modification to Existing					
Type of Telework Agreement: <input type="checkbox"/> Regular <input type="checkbox"/> Episodic <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Full-time If Regular Telework, Number of days per week: _____ or number of days per pay period: _____ <input type="checkbox"/> If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).					
Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.					
	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	5:30-3:00	5:30-3:00	5:30-3:00	5:30-3:00	5:30-2:00
Pay Period Week #2					
Official Worksite					
Alternate Work Location		5:30-3:00	5:30-3:00	5:30-3:00	5:30-3:00
Description of Portable Work to be performed at Alternate Work Location: <small>The following work can be completed remotely with a combination of phone transactions and teleconferences, and EPA IT services including Teams video calls and conferences; access to shared Teams sites and documents, SharePoint, and shared hard drive materials; access to EPA intranet resources including software like EAS, Easyfile, PeoplePlus, Salesforce, and FedTalent. Work that will can be performed at alternate work locations include but not limited to the following: Conduct and direct Economic Analysis, develop and/or participate in the development of other WEC and OW projects, I will keep supervisors and coworkers in the WEC and OW offices up to date on work status and discuss critical problems/issues, ensures that contractors are performing work as assigned and oversees contractor performance. Reviews contractor products. Provides written technical direction to contractors as needed to ensure acceptable products are delivered, meeting project schedules, maintains current designations and serves as a Task Order Contracting Officer Representative (COR) and Contract Level CL-COR. Current projects assigned include oversee all economic related material for the Steam Electric ELG, mentor staff and review materials for OCPSE ELG and Metals; serve as point of contact on EJ and quick turnaround TO; and serve as CL-COR for ICF contract.</small>					
Approval/Disapproval (attach additional documentation, if needed): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications (cite reason(s) and modification below) <input type="checkbox"/> Disapproved (cite reason(s) below)					
Employee's Signature:			Date:		
Supervisor's Signature:			Date:		
DAA/DRA (or designee Signature (For Full-time Telework):			Date: 4/13/2022		
NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.					
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.					

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: James C. Covington, III	Job Title & Grade: Economist 14
Office/Region and Division: OW/HQ/WEC	
Employee's Work Phone: 202 566-1034	Employee's Work E-mail Address: covington.james@epa.gov
First-line Supervisor: Erik Helm	First-line Supervisor's Work Phone: 202 566-1049
Proposed Start Date: 03/27/2022	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (Including city, state and zip code): 	
Phone Number of Alternate Work Location: <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	Fax Number of Alternate Work Location (if applicable):

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement:
 ☐ Regular
 ☐ Episodic
 ☐ Medical
 ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	5:30-3:00	5:30-3:00	5:30-3:00	5:30-3:00	5:30-2:00
Pay Period Week #2					
Official Worksite					
Alternate Work Location		5:30-3:00	5:30-3:00	5:30-3:00	5:30-3:00

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: 03/09/2022

Employee's Signature:

Date:

Supervisor's Signature:

Date:

DAA/DRA (or designee) Signature (For Full-time Telework):

Date:
4/13/2022

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)



Appendix A – EPA Remote Work Agreement

Employee's Name: Tavara Culpepper	Job Title, Pay Plan, Series & Grade: Program Analyst GS-0343-13-08
Office/Region and Division: OGWDW-DWPD	Address of Regular Office or Worksite: 1200 Pennsylvania Ave. MC:4606M, Washington, D.C
Employee's Work Phone: (202)564-0902	Employee's Work Email Address: culpepper.tavara@epa.gov
Supervisor's Name: Cynthia Simbanin	Supervisor's Work Phone & Email Address: (202)566-0304 Simbanin.Cynthia@epa.gov
Proposed Start Date: 5/29/22	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Commuting Area of Regular Office or Worksite: <input checked="" type="radio"/> Yes <input type="radio"/> No (Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="radio"/> Yes <input checked="" type="radio"/> No	
Request: Select one: <input checked="" type="radio"/> New Request <input type="radio"/> Request for Modification to Existing Agreement	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="radio"/> Approved <input type="radio"/> Disapproved (cite reason(s) below)	
Employee's Signature: TAVARA CULPEPPER	Digitally signed by TAVARA CULPEPPER Date: 2022.05.25 15:07:11 -04'00'
Supervisor's Signature: CYNTHIA SIMBANIN	Digitally signed by CYNTHIA SIMBANIN Date: 2022.05.26 13:33:42 -04'00'
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST- WONG Date: 2022.09.29 11:30:36 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	



Appendix D – Remote Work Agreement

Employee's Name: Travis Cummings	Job Title, Pay Plan, Series & Grade: Biologist, GS, 0401,13
Office/Region and Division: OW/OGWDW	Address of Regular Office or Worksite: 1200 Pennsylvania Ave., NW Mail Code 4601M Washington, DC 20460 EPA EAST 2115J
Employee's Work Phone: (202) 564-9592	Employee's Work Email Address: CUMMINGS.TRAVIS@EPA.GOV
Supervisor's Name: ERIC BISSONETTE	Supervisor's Work Phone & Email Address: (202) 564-2147
Proposed Start Date: 4/24/2022	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Local Commuting Area of Regular Office or Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature: TRAVIS CUMMINGS Digitally signed by TRAVIS CUMMINGS Date: 2022.04.27 22:44:41 -04'00'	
Supervisor's Signature: ERIC BISSONETTE Digitally signed by ERIC BISSONETTE Date: 2022.05.05 13:21:07 -04'00'	

Approval Official or Designee's Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.09.19 13:29:12 -04'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Thaddeus (Ted) F Czado	Job Title & Grade: Program Analyst, GS-13
AAship/Region and Division: EPA/OW/OWM/WID/CWSRF	Address of Official Agency Worksite: 1200 Pennsylvania Ave. NW, Wash, DC 20460 (MC-4204M)
Employee's Work Phone: <small>Ex. 6 Personal Privacy (PP)</small>	Employee's Work E-mail Address: czado.ted@epa.gov
First-line Supervisor: Michael Deane	First-line Supervisor's Work Phone: 202-564-8918
Proposed Start Date: April 25, 2022	If Temporary, Proposed End Date: Ongoing
Address of Remote Work Location (Including city, state and zip code): <small>Ex. 6 Personal Privacy (PP)</small>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <small>Ex. 6 Personal Privacy (PP)</small>	Alternate Phone Number (if available): NA
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>April 25, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My daily activities are providing technical skill and knowledge to create requested Clean Watersheds Needs Survey (CWNS) data/information, supporting CWNS team during the data entry period, providing updates to CWNS databases, and monitoring the CWNS websites which contained CWNS information, data tools, and mapping.

The technical support and equipments are the reasons why I am able to effectively perform my duties which enable the Agency to accomplish its mission:

- agency provided laptop with the support of internet provider
- agency provided iPhone
- email, text, and virtual interpreting are ease of use
- able to access EPA drives and intranet

My travel subsidy would be about \$150.00 per month.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: THADDEUS CZADO	Digitally signed by THADDEUS CZADO Date: 2022.05.06 09:32:52 -04'00'	Date: 05/06/2022
Supervisor's Signature: MICHAEL DEANE	Digitally signed by MICHAEL DEANE Date: 2022.09.28 00:43:42 -04'00'	Date: 09/28/2022
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.09.29 14:03:25 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: John DeGour		Job Title & Grade: Environmental Scientist GS13			
Office/Region and Division: OW/OGWDW/WSD					
Employee's Work Phone: Ex. 6 Personal Privacy (PP)		Employee's Work E-mail Address: degour.john@epa.gov			
First-line Supervisor: Latisha Mapp		First-line Supervisor's Work Phone: 202-841-9745			
Proposed Start Date: 3/28/2022		Proposed End Date: (for Medical Telework)			
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)					
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)		Fax Number of Alternate Work Location (if applicable): N/A			
Request: <input checked="" type="checkbox"/> New Request Agreement <input type="checkbox"/> Annual Recertification <input type="checkbox"/> Request for Modification to Existing					
Type of Telework Agreement: <input type="checkbox"/> Regular <input type="checkbox"/> Episodic <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Full-time If Regular Telework, Number of days per week: _____ or number of days per pay period: _____ <input type="checkbox"/> If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).					
Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.					
	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	7:30-4:00	6:30-4:00	6:30-4:00	6:30-4:00	6:30-4:00
Pay Period Week #2					
Official Worksite					
Alternate Work Location	6:30-4:00	6:30-4:00	6:30-4:00	6:30-4:00	Compressed
Description of Portable Work to be performed at Alternate Work Location: Calls/meetings with private sector and inter/intra agency stakeholders and WSD staff/contractors, document writing and review, sending/responding to emails, synthesizing reports, administrative tasks, project management activities					
Approval/Disapproval (attach additional documentation, if needed): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications (cite reason(s) and modification below) <input type="checkbox"/> Disapproved (cite reason(s) below)					
Employee's Signature:			Date:		
Supervisor's Signature:			Date: 04/01/2022		
DAA/DRA (or designee Signature (For Full-time Telework):			Date:		
NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.					
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.					

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: John DeGour	Job Title & Grade: Environmental Scientist GS13
Office/Region and Division: OW/OGWDW/WSD	
Employee's Work Phone: Ex. 6 Personal Privacy (PP)	Employee's Work E-mail Address: degour.john@epa.gov
First-line Supervisor: Latish Mapp	First-line Supervisor's Work Phone: 202-841-9745
Proposed Start Date: 2/28/2022	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	Fax Number of Alternate Work Location (if applicable): N/A

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement:
 ☐ Regular
 ☐ Episodic
 ☐ Medical
 ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	7:30-4:00	6:30-4:00	6:30-4:00	6:30-4:00	6:30-4:00
Pay Period Week #2					
Official Worksite					
Alternate Work Location	6:30-4:00	6:30-4:00	6:30-4:00	6:30-4:00	Compressed

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: 4/29/2016

Employee's Signature:

Date:

Supervisor's Signature:

Date:
04/01/2022

DAA/DRA (or designee) Signature (For Full-time Telework):

Date:

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Caitlin Dickson	Job Title & Grade: IT Specialist, GS-9
AAship/Region and Division: Office of Water, Drinking Water Protection Division	Address of Official Agency Worksite: 1201 Constitution Ave NW Washington DC 20004
Employee's Work Phone: 202-564-4944	Employee's Work E-mail Address: Dickson.Caitlin@epa.gov
First-line Supervisor: Michael Plastino	First-line Supervisor's Work Phone: 202-564-0682
Proposed Start Date: 5/2/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): 	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number:	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/4/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As an employee joining the EPA during the pandemic in January 2021, I have only worked from my remote working location. During the past year, while teleworking, I have regularly attended and facilitated meetings and trainings, analyzed data, and wrote reports. I have demonstrated strong communication skills with my supervisor, coworkers, and customers to keep them informed of my work and for any collaboration needs on our tasks. Additionally, I have demonstrated my ability to work independently and consistently complete tasks at high quality in a timely manner. On my own, I have been able to troubleshoot IT problems on my work laptop and if needed, with the help of the EISD support team. I have less distractions at my house than in the office, which allows me to work more effectively and productively at home. Less distractions allows for more focused work.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:

CAITLIN DICKSON

Digitally signed by CAITLIN
DICKSON
Date: 2022.04.04 14:18:01 -04'00'

Date:

4/4/2022

Supervisor's Signature:

MICHAEL
PLASTINO

Digitally signed by MICHAEL
PLASTINO
Date: 2022.06.06 07:54:48 -04'00'

Date:

6/6/2022

AA/RA (or designee) Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.06.27 17:12:11 -04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

As an employee joining the EPA during the pandemic in January 2021, I have only worked from my remote working location. During the past year, while teleworking, I have regularly attended and facilitated meetings and trainings, analyzed data, and wrote reports. I have demonstrated strong communication skills with my supervisor, coworkers, and customers to keep them informed of my work and for any collaboration needs on our tasks. Additionally, I have demonstrated my ability to work independently and consistently complete tasks at high quality in a timely manner. On my own, I have been able to troubleshoot IT problems on my work laptop and if needed, with the help of the EISD support team. I have less distractions at my house than in the office, which allows me to work more effectively and productively at home. Less distractions allows for more focused work.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Working from a remote location is a benefit to the Agency because I am a more productive and effective employee. Remote work would not deter me from following the Agency's mission of protecting human health and the environment. In terms of the Agency's operational goals, working remote allows me to adapt to any ad-hoc events such as weather that may cause employees in headquarters to need to telework. Under the remote work agreement, I will still remain flexible in my schedule and come into the office when my supervisor requests. If any unforeseen events appear that prevent me from going to the office, I will make sure to communicate directly with my supervisor.

Ex. 6 Personal Privacy (PP)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Rebecca Dils	Job Title & Grade: EPS GS-14
AAship/Region and Division: Office of Water	Address of Official Agency Worksite: 1200 Pennsylvania Avenue, N.W. Washington, DC 20460
Employee's Work Phone: 2025661378	Employee's Work E-mail Address: dils.rerbecca@epa.gov
First-line Supervisor: Russell Kaiser	First-line Supervisor's Work Phone: 2025660963
Proposed Start Date: April 20, 2022	If Temporary, Proposed End Date: NA
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div>Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/5/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attachment

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

REBECCA DILS

Digitally signed by REBECCA DILS
Date: 2022.04.12 14:45:17 -04'00'

Date:

Supervisor's Signature:

RUSSELL KAISER

Digitally signed by RUSSELL
KAISER
Date: 2022.04.12 15:01:51 -04'00'

Date:

AA/RA (or designee) Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.07.17 18:29:46 -04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Rebecca Dils: Employee Certification Basic Eligibility for Remote Work FY22

- ✓ 1. All the employee's work is portable as demonstrated during Covid and telework pre covid.
- ✓ 2. Tasks or work assignments can be performed at least equally effectively at the remote work location (RWL) as demonstrated over time within my position and during covid. My position is the primary lead for Enhancing State and Tribal Programs Team (working group) which is conducted remotely through conference calls and TEAMs. Associated work for ESTP requires assessments done through document and grant reviews on-line, grant review and award processes are another primary function that occurs online through "easy grant" tools, and grant management is another function conducted on-line and is all accessible by me via internet. The current state of the program does not currently support state or tribal visits and audits are conducted on line and with phone calls. Many of these tasks can be difficult to accomplish in a short time when reviewing over 100 grant proposals (submitted o- line) in the noisy cube environment. This applies to my necessary engagement with Wetland Program Plans as well. Conference calls are also conducted in a remote work setting are also less disruptive to a staff in neighboring cubes when conducted in RWL.
- ✓ 3. Approving the RWL would not require reassignment of current work or tasks to other staff.
- ✓ 4. Employee's work rarely requires access to in-office resources.
- ✓ 5. There will be no foreseen disruption to communication with internal or external clients/customers (e.g., public, state, and local entities, stakeholders) customer service with any agency customers or stakeholders (e.g., public, states, industry); One of my primary responsibilities is being a senior leader for the EPA Enhancing State and Tribal Team. Customers of the products of this team are states, tribes, and other partners including National Association of Wetland Managers, and River Network and the general public. These customers are serviced primarily by providing guidance, grant implementation guidance, having access to EPA technical information on voluntary restoration and protection, and participation and leadership by me at annual meetings and dialogue groups. These organizations provide virtual option for participation in meetings and EPA can participate virtually. This is more beneficial to the Agency as travel dollars and pollution caused by travel and commuting to these meeting is mitigated through virtual tools.
- ✓ 6. The employee's position does not require in-person interface with management officials or other colleagues on any routine basis; Primary Office of Water teams that I am required to participate in are virtual and will remain virtual. I am not required to be present in person for my primary workload responsibilities and have responded to management needs to meet and or contact me through virtual methods with no documented issues.

- ✓ 7. **Ex. 6 Personal Privacy (PP)**

Ex. 6 Personal Privacy (PP)

- ✓ 8. Technology needed to perform duties is available and fully functional; this is re-confirmed through this application.
- ✓ 9. The employee has previously complied with past telework agreements and will comply with potential new Remote Work Agreement

Special Circumstances for Consideration:

Ex. 6 Personal Privacy (PP)



Appendix D – Remote Work Agreement

Employee's Name: Elizabeth Naomi Eddy	Job Title, Pay Plan, Series & Grade: Biologist, GS-0401-13
Office/Region and Division: OW/OWM/WPD	Address of Regular Office or Worksite: 1200 Pennsylvania Ave., Washington, DC 20460
Employee's Work Phone: 202-564-4759	Employee's Work Email Address: eddy.elizabeth@epa.gov
Supervisor's Name: Kevin Weiss	Supervisor's Work Phone & Email Address: 202-564-0742 weiss.kevin@epa.gov
Proposed Start Date: January 29, 2023	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Local Commuting Area of Regular Office or Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature: ELIZABETH EDDY	Digitally signed by ELIZABETH EDDY Date: 2022.06.16 16:43:01 -04'00'
Supervisor's Signature: Weiss, Kevin	Digitally signed by Weiss, Kevin Date: 2022.08.25 17:28:18 -04'00'

Approval Official or Designee's Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.09.26 21:18:52 -04'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Supplemental Document for Remote Work Application for Elizabeth Eddy

Justification:

Elizabeth Eddy has requested remote working in her current position.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

As described below, all of her work is portable, the majority of which involves communicating with EPA Regional staff and managers or with off-site contractors. Elizabeth is highly organized and has extensive knowledge, skills and technical expertise related to her position. Elizabeth is an independent worker with excellent inter-personnel skills. She has implemented her duties in an outstanding manner. She independently works through challenges and issues with regional contracts and SMEs on a regular basis. She is a strong communicator and is highly effective at conveying information and raising challenges and issues in a timely manner. She communicates effectively with regional contacts and SMEs. Elizabeth will be able to perform all of her tasks and assignments equally effective from a remote work location.

Employee Information

- Elizabeth Naomi Eddy
- GS-0401-13
- Biologist

Description of Duties

- **PQR Implementation:** Elizabeth Eddy serves an important role in implementing the program and permit quality review (PQR) effort for the Water Permit Division (WPD). The PQR program evaluates permits and supporting documents issued by EPA Regions and authorized NPDES states, and does not require the employee supporting the program to be located in Washington, DC. In this role, Elizabeth:
 - Provides support and oversight to the ten EPA Regional offices by coordinating scheduling of PQRs, serving as task order manager for contract support to conduct PQRs, conducting reviews of state and Regional-issued permits, organizing and facilitating quarterly calls with Regional PQR contacts and providing technical guidance to the Regions.
 - Schedules, organizes, and conducts PQRs of permits issued by EPA Regions. This involves reviewing permits, interviewing Regional permit writers, and assisting in developing reports; and
 - Leads development of national guides and guidance to support five-year PQR cycles.

Elizabeth's duties associated with conducting a PQR include requesting a sample of the NPDES authorities' permits to reflect a cross section of the authority's permitting authority and reviewing and evaluating the following:

- permit language,
- fact sheets (documents explaining the rationale for permit conditions),
- calculations needed to develop and verify permit requirements,
- supporting documents in the administrative record, and
- state permitting program initiatives.

During some PQRs, Elizabeth participates in program discussions with the permitting authority, which typically occur on-site in the permitting authority's (State or Regional) offices. Reviews result in a report that summarizes the PQR process and findings. Draft reports are reviewed by Elizabeth and subject matter experts (SMEs) in WPD.

Elizabeth works with a PQR team that is comprised of representatives from EPA Regions, SMEs and other WPD staff. She supports the EPA Regions by providing overall program organization and structure; ensuring contract support, reviewing reports, coordinating review by SMEs and various other administrative and technical tasks.

This work focuses on communication with EPA employees in Regional Offices and SMEs and does not require in-person communication or analysis. Elizabeth is highly organized; she consistently develops standard operating procedures (SOPs) for assigned tasks and follows and manages those SOPs in a meticulous manner. Elizabeth is an outstanding reviewer of permits and reports. There are no inherent advantages to conducting this work in the Washington DC office.

- **Data Support:** Elizabeth has significant experience and strong data analysis skills working with the NPDES Integrated Compliance Information System (NPDES-ICIS) data base. She has been performed various programmatic data analysis of the national NPDES program. This work is done on a computer and can be accomplished remotely as the database is accessible to the public. There are no inherent advantages to conducting this work in the Washington DC office.
- **Contracts: Task Order Management** – Elizabeth has managed work assignments and task orders for EPA contracts. This work is done through virtual communication (e.g. Teams meetings, emails, phone calls, etc.) and does not require in-person communication. There are no inherent advantages to conducting this work in the Washington DC office.

Summary of evaluation of the financial impact.

The attachment provides an analysis/evaluation of the financial impact of Elizabeth's remote working Ex. 6 Personal Privacy (PP). A summary of key costs/savings are:

- Travel: The analysis assumes she takes three to five work trips per year. One trip is to attend the NPDES Program Managers' meeting (assume in Dallas, TX), and the other two are to provide on-site support for PQRs.
- Salary: Locality pay is higher in Washington DC relative to Ex. 6 Personal Privacy (PP).
- Relocation (Moving) Costs – EPA will not pay relocation costs for Elizabeth to move to Ex. 6 Personal Privacy (PP) to voluntarily come back to DC.
- Relocation costs if recalled – Ex. 6 Personal Privacy (PP)
Ex. 6 Personal Privacy (PP)

Analysis and Recommendation

All of the duties of the three functions of Elizabeth's position, PQR lead, data analysis and contract management can be performed from a remote location and do not require or would not necessarily benefit from in-person communication. None of her job functions are tied to a specific geographic location as she primarily works with contacts in each of EPA Regions.

Elizabeth is an independent worker with excellent inter-personnel skills. I have been Elizabeth's supervisor for the last five years. Elizabeth effectively teleworked for two days per week for the last 4 years. She independently works through challenges and issues with regional contracts and SMEs on a regular basis. She is a strong communicator and is highly effective at conveying information and raising challenges and issues in a timely manner. She communicates effectively with regional contacts and SMEs. She strategically uses multiple communication methods, including organizing and leading regular virtual calls/meetings with the Regional/WPD PQR team, to effectively accomplish her objectives. She is responsible for successfully initiating in the first national PQR of EPA NPDES permitting of Tribes and Territories when travel was limited.

I highly recommend Elizabeth for remote work. Please let me know if you have any questions or require additional information.

Supplemental Document for Remote Work Application for Elizabeth Eddy

Justification:

Elizabeth Eddy has requested remote working in her current position. She intends to relocate to Ex. 6 Personal Privacy (PP) Ex. 6 Personal Privacy (PP) As described below, all of her work is portable, the majority of which involves communicating with EPA Regional staff and managers or with off-site contractors. Elizabeth is highly organized and has extensive knowledge, skills and technical expertise related to her position. Elizabeth is an independent worker with excellent inter-personnel skills. She has implemented her duties in an outstanding manner. She independently works through challenges and issues with regional contracts and SMEs on a regular basis. She is a strong communicator and is highly effective at conveying information and raising challenges and issues in a timely manner. She communicates effectively with regional contacts and SMEs. Elizabeth will be able to perform all of her tasks and assignments equally effective from a remote work location.

Employee Information

- Elizabeth Naomi Eddy
- GS-0401-13
- Biologist

Description of Duties

- **PQR Implementation:** Elizabeth Eddy serves an important role in implementing the program and permit quality review (PQR) effort for the Water Permit Division (WPD). The PQR program evaluates permits and supporting documents issued by EPA Regions and authorized NPDES states, and does not require the employee supporting the program to be located in Washington, DC. In this role, Elizabeth:
 - Provides support and oversight to the ten EPA Regional offices by coordinating scheduling of PQRs, serving as task order manager for contract support to conduct PQRs, conducting reviews of state and Regional-issued permits, organizing and facilitating quarterly calls with Regional PQR contacts and providing technical guidance to the Regions.
 - Schedules, organizes, and conducts PQRs of permits issued by EPA Regions. This involves reviewing permits, interviewing Regional permit writers, and assisting in developing reports; and
 - Leads development of national guides and guidance to support five-year PQR cycles.

Elizabeth's duties associated with conducting a PQR include requesting a sample of the NPDES authorities' permits to reflect a cross section of the authority's permitting authority and reviewing and evaluating the following:

- permit language,
- fact sheets (documents explaining the rationale for permit conditions),
- calculations needed to develop and verify permit requirements,
- supporting documents in the administrative record, and
- state permitting program initiatives.

During some PQRs, Elizabeth participates in program discussions with the permitting authority, which typically occur on-site in the permitting authority's (State or Regional) offices. Reviews result in a report that summarizes the PQR process and findings. Draft reports are reviewed by Elizabeth and subject matter experts (SMEs) in WPD.

Elizabeth works with a PQR team that is comprised of representatives from EPA Regions, SMEs and other WPD staff. She supports the EPA Regions by providing overall program organization and structure; ensuring contract support, reviewing reports, coordinating review by SMEs and various other administrative and technical tasks.

This work focuses on communication with EPA employees in Regional Offices and SMEs and does not require in-person communication or analysis. Elizabeth is highly organized; she consistently develops standard operating procedures (SOPs) for assigned tasks and follows and manages those SOPs in a meticulous manner. Elizabeth is an outstanding reviewer of permits and reports. There are no inherent advantages to conducting this work in the Washington DC office.

- **Data Support:** Elizabeth has significant experience and strong data analysis skills working with the NPDES Integrated Compliance Information System (NPDES-ICIS) data base. She has been performed various programmatic data analysis of the national NPDES program. This work is done on a computer and can be accomplished remotely as the database is accessible to the public. There are no inherent advantages to conducting this work in the Washington DC office.
- **Contracts: Task Order Management** – Elizabeth has managed work assignments and task orders for EPA contracts. This work is done through virtual communication (e.g. Teams meetings, emails, phone calls, etc.) and does not require in-person communication. There are no inherent advantages to conducting this work in the Washington DC office.

Summary of evaluation of the financial impact.

The attachment provides an analysis/evaluation of the financial impact of Elizabeth's remote working summary of key costs/savings are: Ex. 6 Personal Privacy (PP) A

- Travel: The analysis assumes she takes three to five work trips per year. One trip is to attend the NPDES Program Managers' meeting (assume in Dallas, TX), and the other two are to provide on-site support for PQRs.
- Salary: Locality pay is higher in Washington DC relative to Ex. 6 Personal Privacy (PP)
- Relocation (Moving) Costs – EPA will not pay relocation costs for Elizabeth to move to Ex. 6 Personal Privacy (PP) to voluntarily come back to DC.
- Relocation costs if recalled – If, in the highly unlikely circumstances that EPA were to recall Elizabeth and pay for relocation costs, Ex. 6 Personal Privacy (PP)

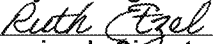
Analysis and Recommendation

All of the duties of the three functions of Elizabeth's position, PQR lead, data analysis and contract management can be performed from a remote location and do not require or would not necessarily benefit from in-person communication. None of her job functions are tied to a specific geographic location as she primarily works with contacts in each of EPA Regions.

Elizabeth is an independent worker with excellent inter-personnel skills. I have been Elizabeth's supervisor for the last five years. Elizabeth effectively teleworked for two days per week for the last 4 years. She independently works through challenges and issues with regional contracts and SMEs on a regular basis. She is a strong communicator and is highly effective at conveying information and raising challenges and issues in a timely manner. She communicates effectively with regional contacts and SMEs. She strategically uses multiple communication methods, including organizing and leading regular virtual calls/meetings with the Regional/WPD PQR team, to effectively accomplish her objectives. She is responsible for successfully initiating in the first national PQR of EPA NPDES permitting of Tribes and Territories when travel was limited.

I highly recommend Elizabeth for remote work. Please let me know if you have any questions or require additional information.

Appendix C- EPA-NTEU Telework Application

Employee Name: Ruth A Etzel		Job Title & Grade: Biologist GS 15 00			
Office/Region and Division: OW/OST/HECD					
Employee's Work Phone: 202-566-1530		Employee's Work E-mail Address: ETZEL.RUTH@EPA.GOV			
First-line Supervisor: Elizabeth (Betsy) Behl		First-line Supervisor's Work Phone: (202) 566-0788 BEHL.BETSY@EPA.GOV			
Proposed Start Date: 3-27-22		Proposed End Date: (for Medical Telework)			
Address of Alternate Work Location (Including city, state and zip code):					
Phone Number of Alternate Work Location: <small>Ex. 6 Personal Privacy (PP)</small>		Fax Number of Alternate Work Location (if applicable):			
Request: <input type="checkbox"/> New Request Agreement <input type="checkbox"/> Annual Recertification <input checked="" type="checkbox"/> Request for Modification to Existing					
Type of Telework Agreement: <input type="checkbox"/> Regular <input type="checkbox"/> Episodic <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Full-time If Regular Telework, Number of days per week: _____ or number of days per pay period: _____ <input type="checkbox"/> If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).					
Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.					
	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	6:00 - 3:30	6:00 - 3:30	6:00 - 3:30	6:00 - 3:30	X
Pay Period Week #2					
Official Worksite					
Alternate Work Location	6:00 - 3:30	6:00 - 3:30	6:00 - 3:30	6:00 - 3:30	6:00 - 2:30
Description of Portable Work to be performed at Alternate Work Location: Providing review of scientific and technical reports and documents developed by the agency , academia, and the regulated community.					
Approval/Disapproval (attach additional documentation, if needed): <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications (cite reason(s) and modification below) <input type="checkbox"/> Disapproved (cite reason(s) below)					
Employee's Signature: 			Date: 3-18-22		
Supervisor's Signature: ELIZABETH BEHL <small>Digitally signed by ELIZABETH BEHL Date: 2022.03.18 10:12:08 -04'00'</small>			Date:		
DAA/DRA (or designee Signature (For Full-time Telework):			Date:		
NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist. Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.					

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Ruth A Etzel	Job Title & Grade: Biologist GS-15 00
Office/Region and Division: OW/OST/HECD	
Employee's Work Phone: 202-566-1530	Employee's Work E-mail Address: ETZEL.RUTH@EPA.GOV
First-line Supervisor: Elizabeth (Betsy) Behl	First-line Supervisor's Work Phone: (202) 566-0788
Proposed Start Date: 3-27-22	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (Including city, state and zip code): 	
Phone Number of Alternate Work Location: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Fax Number of Alternate Work Location (if applicable):

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement:
 ☐ Regular
 ☐ Episodic
 ☐ Medical
 ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	6:00 - 3:30	6:00 - 3:30	6:00 - 3:30	6:00 - 3:30	
Pay Period Week #2					
Official Worksite					
Alternate Work Location	6:00 - 3:30	6:00 - 3:30	6:00 - 3:30	6:00 - 3:30	6:00 - 2:30

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: 3-10-22

Employee's Signature:

Ruth Egel

Date:

3-18-22

Supervisor's Signature:

ELIZABETH BEHL

Digitally signed by ELIZABETH
BEHL
Date: 2022.03.18 10:13:42 -04'00'

Date:

DAA/DRA (or designee) Signature (For Full-time Telework):

Date:

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix C- EPA-NTEU Telework Application

Employee Name: Adriana Felix-Salgado	Job Title & Grade: Environmental Engineer, GS 13
Office/Region and Division: OW/OWM/WID/SCIB	
Employee's Work Phone: 202-564-6070	Employee's Work E-mail Address: felix-salgado.adriana@epa.gov
First-line Supervisor: Catherine Allen	First-line Supervisor's Work Phone: 202-566-1039
Proposed Start Date: April 4, 2022	Proposed End Date: (for Medical Telework)

Address of Alternate Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	Fax Number of Alternate Work Location (if applicable):
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Request:

☐ New Request Agreement
 ☐ Annual Recertification
 ☒ Request for Modification to Existing

Type of Telework Agreement:
☐ Regular
☐ Episodic
☐ Medical
☒ Full-time

If Regular Telework, Number of days per week: _____ or number of days per pay period: _____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8 am - 4:30 pm	8 am - 4:30 pm	8 am - 4:30 pm	8 am - 4:30 pm	8 am - 4:30 pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8 am - 4:30 pm	8 am - 4:30 pm	8 am - 4:30 pm	8 am - 4:30 pm	8 am - 4:30 pm

Description of Portable Work to be performed at Alternate Work Location:

Development and maintenance of Wastewater Technology Clearinghouse. Grant management. Development and review of technology assessments. Engagement in work groups and outreach.

Approval/Disapproval (attach additional documentation, if needed):

☒ Approved
☐ Approved with Modifications (cite reason(s) and modification below)
☐ Disapproved (cite reason(s) below)

Employee's Signature:	Date:
Supervisor's Signature: Catherine A Allen /s/	Date: 03/20/2020
DAA/DRA (or designee Signature (For Full-time Telework):	Date:

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Adriana Felix-Salgado	Job Title & Grade: Environmental Engineer, GS 13
Office/Region and Division: OW/OWM/WID/SCIB	
Employee's Work Phone: 202-564-6070	Employee's Work E-mail Address: felix-salgado.adriana@epa.gov
First-line Supervisor: Catherine Allen	First-line Supervisor's Work Phone: 202-566-1039
Proposed Start Date: April 4, 2022	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Phone Number of Alternate Work Location: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Fax Number of Alternate Work Location (if applicable):

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement:
 ☐ Regular
 ☐ Episodic
 ☐ Medical
 ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8 am - 4:30 pm	8 am - 4:30 pm	8 am - 4:30 pm	8 am - 4:30 pm	8 am - 4:30 pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8 am - 4:30 pm	8 am - 4:30 pm	8 am - 4:30 pm	8 am - 4:30 pm	8 am - 4:30 pm

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

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Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: 3-15-22

Employee's Signature:

Date:

Supervisor's Signature:

Catherine A Allen /s/

Date:

03/20/2022

DAA/DRA (or designee) Signature (For Full-time Telework):

Date:

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix C- EPA-NTEU Telework Application

Employee Name: Jeffrey F. Fencil		Job Title & Grade: Physical Scientist GS 1301-13			
Office/Region and Division: OW/OGWDW/WSD					
Employee's Work Phone: 202-564-0818		Employee's Work E-mail Address: fencil.jeffrey@epa.gov			
First-line Supervisor: Brian Pickard		First-line Supervisor's Work Phone: 202-564-0818			
Proposed Start Date: 04/25/22		Proposed End Date: (for Medical Telework)			
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)					
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)		Fax Number of Alternate Work Location (if applicable): Ex. 6 Personal Privacy (PP)			
Request: <input type="checkbox"/> New Request Agreement <input type="checkbox"/> Annual Recertification <input checked="" type="checkbox"/> Request for Modification to Existing					
Type of Telework Agreement: <input type="checkbox"/> Regular <input type="checkbox"/> Episodic <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Full-time If Regular Telework, Number of days per week: _____ or number of days per pay period: _____ <input type="checkbox"/> If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).					
Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.					
	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	Compressed	7am-4pm	7am-4pm	7am-4pm	7am-4pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	7am-4pm	7am-4pm	7am-4pm	7am-4pm	7am-3pm
Description of Portable Work to be performed at Alternate Work Location: <small> • Planning and conducting all workshops/webinars on a variety of topics including Interstate MAA, Emergency Drinking Water Supply, Spill Response, ERP, and COVID-19; • Developing and releasing guidance on several topics including drinking water and wastewater ERP's, Emergency Drinking Water Supply, TTX and RtoR tools; and COVID-19 • Supporting water sector associations conferences and trainings; and • Develop work assignments/task orders and review monthly tracking of contractor expenditures for ER team related activities. </small>					
Approval/Disapproval (attach additional documentation, if needed): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications (cite reason(s) and modification below) <input type="checkbox"/> Disapproved (cite reason(s) below)					
Employee's Signature:			Date:		
Supervisor's Signature:			Date:		
DAA/DRA (or designee Signature (For Full-time Telework):			Date:		
NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.					
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.					

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Jeffrey F. Fencil	Job Title & Grade: Physical Scientist GS 1301-13
Office/Region and Division: OW/OGWDW/WSD	
Employee's Work Phone: 202-564-0818	Employee's Work E-mail Address: fencil.jeffrey@epa.gov
First-line Supervisor: Brian Pickard	First-line Supervisor's Work Phone: 202-564-0818
Proposed Start Date: 04/25/22	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	
Phone Number of Alternate Work Location: <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	Fax Number of Alternate Work Location (if applicable): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement:
 ☐ Regular
 ☐ Episodic
 ☐ Medical
 ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	Compressed	7am-4pm	7am-4pm	7am-4pm	7am-4pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	7am-4pm	7am-4pm	7am-4pm	7am-4pm	7am-3pm

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: 10/9/18

Employee's Signature:

Date:

Supervisor's Signature:

Date:

DAA/DRA (or designee) Signature (For Full-time Telework):

Date:

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jeanine Finley	Job Title & Grade: Program Analyst
AAship/Region and Division: OW/OWOW/OWCD/PPB- Headquarters	Address of Official Agency Worksite: 1200 Pennsylvania Ave N.W., Washington DC 20460
Employee's Work Phone: 202-564-2195	Employee's Work E-mail Address: finley.jeanine@epa.gov
First-line Supervisor: Jeffrey Lerner	First-line Supervisor's Work Phone: 202-564-0426
Proposed Start Date: 5/1/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/5/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As a Program Analyst working for the Urban Waters Federal Partnership my duties are very portable because I rely heavily on remote technology to connect and collaborate with Urban Waters partners working with our place-based partnerships all over the country. My main duties focus on developing opportunities to support our partnership locations in the areas of environmental justice and climate resilience. I connect with partners throughout the country on issues impacting their watersheds and develop opportunities to bring resources, build capacity and provide technical assistance to those locations. Another major responsibility is management of the grant review process for the National Fish and Wildlife Foundation Five Star and Urban Waters Grant Program, which is done completely remotely through collaboration with our regional staff and federal partners that also provide funding to the grant program. I also support various operational needs of the program in collaboration with the Urban Waters Headquarters team, among other duties.

Looking forward, collaboration with diverse sets of partners will increasingly rely on remote technology as more people

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Jeanine Finley

Digitally signed by Jeanine Finley
Date: 2022.04.20 11:33:06 -04'00'

Date:

Supervisor's Signature:

Lerner, Jeffrey

Digitally signed by Lerner, Jeffrey
Date: 2022.04.20 13:29:57 -04'00'

Date:

AA/RA (or designee) Signature: BENITA BEST-WONG

Digitally signed by BENITA BEST-WONG
Date: 2022.09.29 14:15:34 -04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Jeanine Finley Remote Work Text

As a Program Analyst working for the Urban Waters Federal Partnership my duties are very portable because I rely heavily on remote technology to connect and collaborate with Urban Waters partners working with our place-based partnerships all over the country. My main duties focus on developing opportunities to support our partnership locations in the areas of environmental justice and climate resilience. I connect with partners throughout the country on issues impacting their watersheds and develop opportunities to bring resources, build capacity and provide technical assistance to those locations. Another major responsibility is management of the grant review process for the National Fish and Wildlife Foundation Five Star and Urban Waters Grant Program, which is done completely remotely through collaboration with our regional staff and federal partners that also provide funding to the grant program. I also support various operational needs of the program in collaboration with the Urban Waters Headquarters team, among other duties.

Looking forward, collaboration with diverse sets of partners will increasingly rely on remote technology as more people are expected to work in a hybrid or remote setting. The transition to full-time telework at the beginning of the COVID-19 pandemic was seamless and my day-to-day duties were not impacted, diminished or changed in any way, providing evidence of how portable my duties are. Occasional travel and attendance at in-person conferences were the only activities that were eliminated over the last two years. Working remotely will not impact my ability to resume travel or attend in-person conferences when those options become available again.



Appendix A – EPA Remote Work Agreement

Employee's Name: James T. Gebhardt	Job Title, Pay Plan, Series & Grade: Senior Finance Advisor/15-10
Office/Region and Division: OW/OWM/WID/WIRFC	Address of Regular Office or Worksite: 1201 Constitution Ave., NW 20004 WJC-E/7329
Employee's Work Phone: (202) 564-0323	Employee's Work Email Address: gebhardt.jim@epa.gov
Supervisor's Name: Sonia Brubaker	Supervisor's Work Phone & Email Address: (202) 564-0120/brubaker.sonia@epa.gov
Proposed Start Date: April 11, 2022	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Commuting Area of Regular Office or Worksite: <input type="radio"/> Yes <input checked="" type="radio"/> No (Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="radio"/> Yes <input checked="" type="radio"/> No	
Request: Select one: <input checked="" type="radio"/> New Request <input type="radio"/> Request for Modification to Existing Agreement	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="radio"/> Approved <input type="radio"/> Disapproved (cite reason(s) below)	
Employee's Signature: JAMES GEBHARDT	Digitally signed by JAMES GEBHARDT Date: 2022.04.11 12:08:12 -04'00'
Supervisor's Signature: SONIA BRUBAKER	Digitally signed by SONIA BRUBAKER Date: 2022.06.19 15:23:23 -04'00'
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.09.19 18:47:36 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

Appendix C- EPA-NTEU Telework Application

Employee Name: Jessica Georges		Job Title & Grade: Economist/13			
Office/Region and Division: OW/DC/EC					
Employee's Work Phone: (202) 564-0966		Employee's Work E-mail Address: georges.jessica@epa.gov			
First-line Supervisor: Erik Helm		First-line Supervisor's Work Phone: (202)566-1049			
Proposed Start Date: 3/11/2022		Proposed End Date: (for Medical Telework)			
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)					
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)		Fax Number of Alternate Work Location (if applicable):			
Request: <input type="checkbox"/> New Request Agreement <input type="checkbox"/> Annual Recertification <input checked="" type="checkbox"/> Request for Modification to Existing					
Type of Telework Agreement: <input type="checkbox"/> Regular <input type="checkbox"/> Episodic <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Full-time If Regular Telework, Number of days per week: _____ or number of days per pay period: _____ <input type="checkbox"/> If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).					
Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.					
	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)
Pay Period Week #2					
Official Worksite					
Alternate Work Location	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)
Description of Portable Work to be performed at Alternate Work Location: <small>Provides technical and/or programmatic advice to both WEC and programs. Conduct or direct/review primary and secondary research, data analysis, and develop written products including Economic Analysis documents and the economic sections of FRNs. Develop and/or review all economic related material in OCPSF PFAS, VIDA, Washington Human Health Criteria, and the Consumer Confidence Report Revised Rule including presentations to internal workgroups, management, and external stakeholders. Develop and review the draft Economic Analysis document and the economic sections of the FRN for OCPSF PFAS and VIDA. Assist in the development and review the draft Economic Analysis document and the economic sections of the FRN for the Consumer Confidence Report Revised Rule. Assist in the development and review the Economic Analysis and the economic sections of Washington Human Health Criteria. Serve as WEC TOCOR for OCPSF PFAS.</small>					
Approval/Disapproval (attach additional documentation, if needed): <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications (cite reason(s) and modification below) <input type="checkbox"/> Disapproved (cite reason(s) below)					
Employee's Signature: <i>Jessica Georges</i>			Date: 3/21/2022		
Supervisor's Signature:			Date:		
DAA/DRA (or designee Signature (For Full-time Telework):			Date:		
NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.					
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.					

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Jessica Georges	Job Title & Grade: Economist/13
Office/Region and Division: OW/DC/EC	
Employee's Work Phone: (202) 564-0966	Employee's Work E-mail Address: georges.jessica@epa.gov
First-line Supervisor: Erik Helm	First-line Supervisor's Work Phone: (202) 566-1049
Proposed Start Date: 3/11/2022	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	
Phone Number of Alternate Work Location: <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	Fax Number of Alternate Work Location (if applicable):

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement:
 ☐ Regular
 ☐ Episodic
 ☐ Medical
 ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)
Pay Period Week #2					
Official Worksite					
Alternate Work Location	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)	6a-2:30p (Maxi-flex)

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: 9/7/2016

Employee's Signature:

Jessica Georges

Date:

3/21/2022

Supervisor's Signature:

Date:

DAA/DRA (or designee) Signature (For Full-time Telework):

Date:

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Roger Gorke	Job Title & Grade: EPS GS-14
AAship/Region and Division: OW/IO/OPME	Address of Official Agency Worksite: 1200 Constitution Ave NW, Washington, DC 20460
Employee's Work Phone: Ex. 6 Personal Privacy (PP)	Employee's Work E-mail Address: gorke.roger@epa.gov
First-line Supervisor: Macara Lousberg	First-line Supervisor's Work Phone: (202) 564-5576, (202) 997-6819
Proposed Start Date: April 24, 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: (202) 591-5680	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/28/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My work is fully portable and has proven to be so for more than the 6 years I have been working from southern California. Performing the duties that I have in my portfolio from a RWL does not diminish the Agency's ability to accomplish its mission and meet its operational goals. In fact, performing my duties from a RWL geographically based provides a tangible benefit for the Office of Water and the Agency as a whole. I am the lead staff person for drought and have forged many relationships geographically in **Ex. 6 Personal Privacy (PP)** as it continues to face increased aridification and episodes of prolonged and intense drought conditions.

Among the added benefits to the Agency of my RWL and geographic location is the ability to help facilitate and lead inter-agency collaboration in support of drought response and resilience. Specifically, I have initiated an informal team of 15 federal agencies that have programs and/or responsibilities that deal with drought. I also lead an informal team of EPA HQ (OW, OCIR, ORD) and Regional staff that work to share information of drought conditions and needs on the ground

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Roger Gorke	Digitally signed by Roger Gorke Date: 2022.03.28 14:32:56 -07'00'	Date: March 28, 2022
Supervisor's Signature: MACARA LOUSBERG	Digitally signed by MACARA LOUSBERG Date: 2022.04.06 07:39:07 -04'00'	Date: April 6, 2022
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.09.14 17:04:29 -04'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

My work is fully portable and has proven to be so for more than the 6 years I have been working from **Ex. 6 Personal Privacy (PP)** Performing the duties that I have in my portfolio from a RWL does not diminish the Agency's ability to accomplish its mission and meet its operational goals. In fact, performing my duties from a RWL geographically based provides a tangible benefit for the Office of Water and the Agency as a whole. I am the lead staff person for drought and have forged many relationships geographically in **Ex. 6 Personal Privacy (PP)** as it continues to face increased aridification and episodes of prolonged and intense drought conditions.

Among the added benefits to the Agency of my RWL and geographic location is the ability to help facilitate and lead inter-agency collaboration in support of drought response and resilience. Specifically, I have initiated an informal team of 15 federal agencies that have programs and/or responsibilities that deal with drought. I also lead an informal team of EPA HQ (OW, OCIR, ORD) and Regional staff that work to share information of drought conditions and needs on the ground and identifies effective use of EPA programs to respond to drought and build long term drought resilience.

I continue to represent OW on the Western States Federal Agency Support Team (WestFAST) and am currently serving as chair of the team. In that role, I help formulate and implement the priorities of the WestFAST and the work of the WestFAST Liaison Officer. Being geographically based helps provide a perspective on the issues facing the western US more effectively than having my work location in Washington, DC.

Although there is a **Ex. 6 Personal Privacy (PP)** there has not been any issue in terms of meetings and providing input on substantive issues. The use of technology allows for effective engagement with OW's management team.

None of my work has been or would need to be transferred to other staff members. There could be opportunities for me to represent other OW staff at engagements in **Ex. 6 Personal Privacy (PP)** that would constitute a cost savings for the Agency.

Appendix C- EPA-NTEU Telework Application

Employee Name: Ashley Greene		Job Title & Grade: Physical Scientist, GS-14			
Office/Region and Division: OW/OGWDW/SRMD					
Employee's Work Phone: 202-566-1738		Employee's Work E-mail Address: greene.ashley@epa.gov			
First-line Supervisor: Ryan Albert		First-line Supervisor's Work Phone: 202-564-0763			
Proposed Start Date: 4/25/2022		Proposed End Date: (for Medical Telework) N/A			
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)					
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)		Fax Number of Alternate Work Location (if applicable):			
Request: <input checked="" type="checkbox"/> New Request Agreement <input type="checkbox"/> Annual Recertification <input type="checkbox"/> Request for Modification to Existing					
Type of Telework Agreement: <input type="checkbox"/> Regular <input type="checkbox"/> Episodic <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Full-time If Regular Telework, Number of days per week: _____ or number of days per pay period: _____ <input type="checkbox"/> If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).					
Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.					
	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	7:30-5pm ET	7:30-5pm ET	7:30-5pm ET	7:30-5pm ET	
Pay Period Week #2					
Official Worksite					
Alternate Work Location	7:30-5pm ET	7:30-5pm ET	7:30-5pm ET	7:30-5pm ET	7:30-4pm ET
Description of Portable Work to be performed at Alternate Work Location: All employee work is portable, including the development and review of documents and daily conference calls with contractors, teams members, and external partners.					
Approval/Disapproval (attach additional documentation, if needed): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications (cite reason(s) and modification below) <input type="checkbox"/> Disapproved (cite reason(s) below)					
Employee's Signature:			Date: 3/11/22		
Supervisor's Signature:			Date: 3/13/22		
DAA/DRA (or designee Signature (For Full-time Telework):			Date: 4/13/2022		
NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.					
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.					

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Ashley Greene	Job Title & Grade: Physical Scientist, GS-14
Office/Region and Division: OW/OGWDW/SRMD	
Employee's Work Phone: 202-566-1738	Employee's Work E-mail Address: greene.ashley@epa.gov
First-line Supervisor: Ryan Albert	First-line Supervisor's Work Phone: 202-564-0763
Proposed Start Date: 4/25/2022	Proposed End Date: (for Medical Telework) N/A
Address of Alternate Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	
Phone Number of Alternate Work Location: <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	Fax Number of Alternate Work Location (if applicable):

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement:
 ☐ Regular
 ☐ Episodic
 ☐ Medical
 ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	7:30-5pm ET	7:30-5pm ET	7:30-5pm ET	7:30-5pm ET	
Pay Period Week #2					
Official Worksite					
Alternate Work Location	7:30-5pm ET	7:30-5pm ET	7:30-5pm ET	7:30-5pm ET	7:30-4pm ET

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: 1/23/17

Employee's Signature:

Date:

3/11/22

Supervisor's Signature:

Date:

3/13/22

DAA/DRA (or designee) Signature (For Full-time Telework):

Date:

4/19/2022

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)



Appendix D – Remote Work Agreement

Employee's Name: Gregory Gwaltney	Job Title, Pay Plan, Series & Grade: Physical Scientist GS-14
Office/Region and Division: OW/HQ/WID/OWM	Address of Regular Office or Worksite: 1200 Pennsylvania Ave. NW Washington, DC 20460
Employee's Work Phone: 202-564-2340	Employee's Work Email Address: gwaltney.gregory@epa.gov
Supervisor's Name: Michael Deane	Supervisor's Work Phone & Email Address: 202-564-8918
Proposed Start Date: 4/25/2022	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Local Commuting Area of Regular Office or Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature:	
Supervisor's Signature:	

Approval Official or Designee's Signature:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

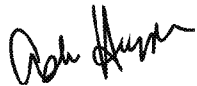
Employee Name: Ashley Harper	Job Title & Grade: Environmental Protection Specialist GS 13
AAship/Region and Division: OW/OPME	Address of Official Agency Worksite: 1200 Pennsylvania ave NW, Washington DC 20460
Employee's Work Phone: 202-566-0532	Employee's Work E-mail Address: harper.ashley@epa.gov
First-line Supervisor: Macara Lousberg	First-line Supervisor's Work Phone: 202-564-5576
Proposed Start Date: April 1, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/26/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attachment

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: 	Digitally signed by ASHLEY HARPER Date: 2022.02.01 15:17:10 -05'00'	Date: 02/01/2022
Supervisor's Signature: MACARA LOUSBERG	Digitally signed by MACARA LOUSBERG Date: 2022.02.01 16:41:23 -05'00'	Date: 02/01/2022
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.04.19 13:42:09 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

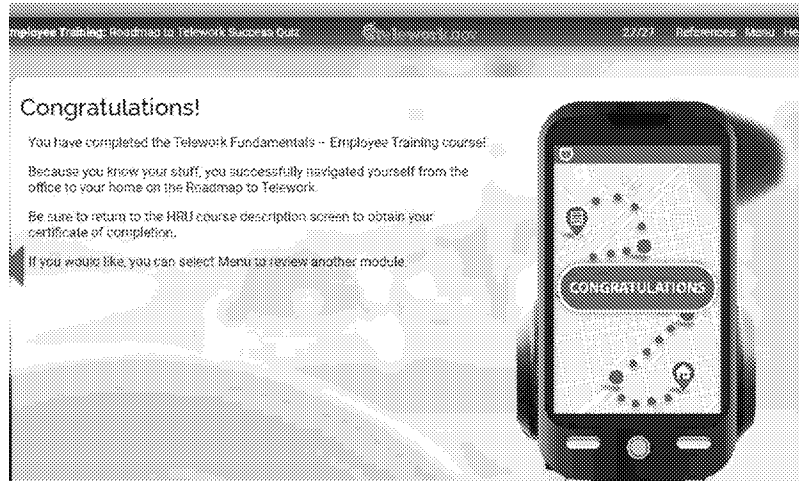
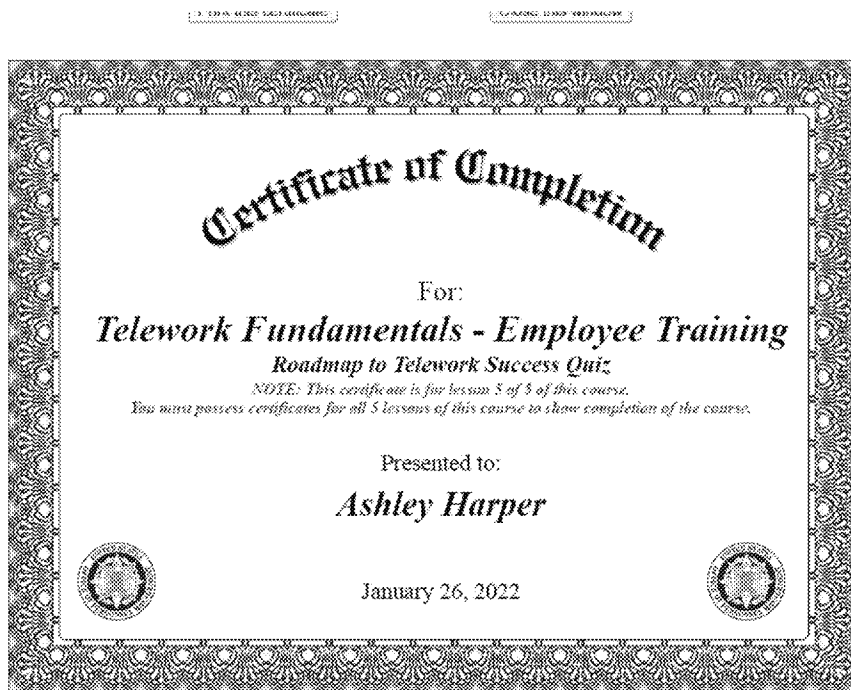
Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Ashley Harper Remote work justifications:

Telework training complete 1/24/2022



Schedule type: Maxiflex. My schedule is currently/typically maxiflex 9:00-5:30 EST M-F. If I were to relocate my schedule would generally be 10:00-6:30 EST M-F. I may be asked to start at 9:30 EST each Monday to check in with my team during our weekly full team huddle or to meet other meeting needs of colleagues. This is not different than how I currently approach my schedule, where occasionally I stay a little longer to meet with people in the PST timezone.

Safety certification:

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Working remotely effectively:

During the COVID-19 pandemic I have demonstrated my ability to work effectively in a remote location and still meet and exceed performance expectations. If I were to be a permanently remote employee, it would not diminish the ability for the agency to accomplish its mission or meet the operational goals of our office. Many of my meetings with outside stakeholders are scattered across the US, examples include CDC (GA), California Water Boards (CA), FDA (MD), and so remote meetings would always be the cheapest and most effective way to conduct agency business to meet programmatic goals. During the pandemic our team has effectively utilized remote tools to engage with stakeholders, conduct meetings, and hire new staff. Most of our contractor support is located outside of the DC commuting area and so even as EPA returns to the office many regular meetings will permanently be remote. Current and future duties are fully portable and are not specific to the DC commuting area. My team leader, Sharon, conducts regular meetings with me remotely but does not have to actively direct or review my work in person. Due to the nature of our work her reviews of documents will always be digital. My status as a remote employee would not create additional work for my colleagues, I have no tasks assigned to me that would need to be assigned to someone else due to my status as a remote employee. For example- I don't take items to the printing office nor am I tasked with moving documents around the agency for signature. I don't anticipate that my status as a remote employee would create additional burdens for my colleagues.

I would like to be located **Ex. 6 Personal Privacy (PP)** an area of the country most interested in reuse. This location could prove useful for helping forge in person connections that would be impossible or costly to pursue if I were to be in DC. I would be ready and willing to come back to DC as needed for team building or other purposes. I have always had positive performance reviews and that is not anticipated to change as a remote worker.

I would continue to use the tools we have relied on so heavily during the COVID-19 pandemic including, MS Teams and SharePoint. I would continue to make sure to be on teams to help respond to quick questions via chat or video call. The timezone I am requesting (MST) does not pose an undue burden on my east coast colleagues who wish to meet with me and due to my schedule type, maxiflex, I can make myself available earlier in the day, as needed. My team conducts meetings three times a week via teams to check in plus I have one-on-ones with my team leader and supervisor. Unlike other EPA staff, I have always been willing to meet with cameras on to facilitate bonding and show that I am engaging with them. My team thinks that connecting regularly and showing your face is an important aspect of continuing to remain satisfied with your job and engaged with the team. I don't interface with managers where meeting in person would be necessary to be effective.

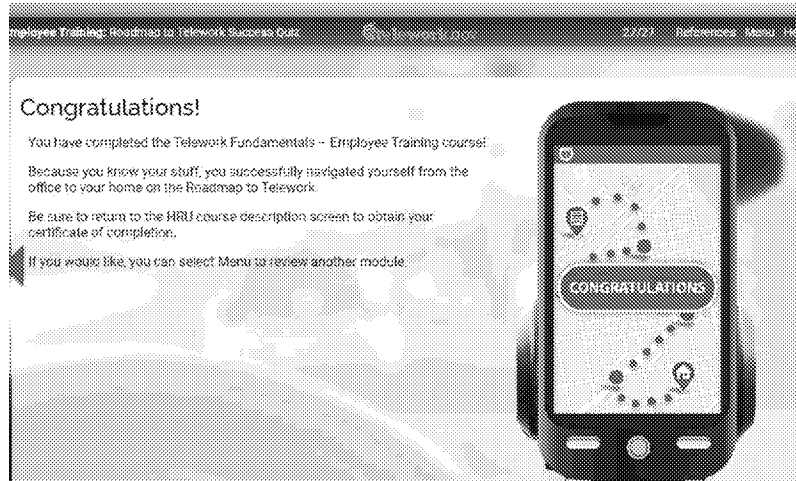
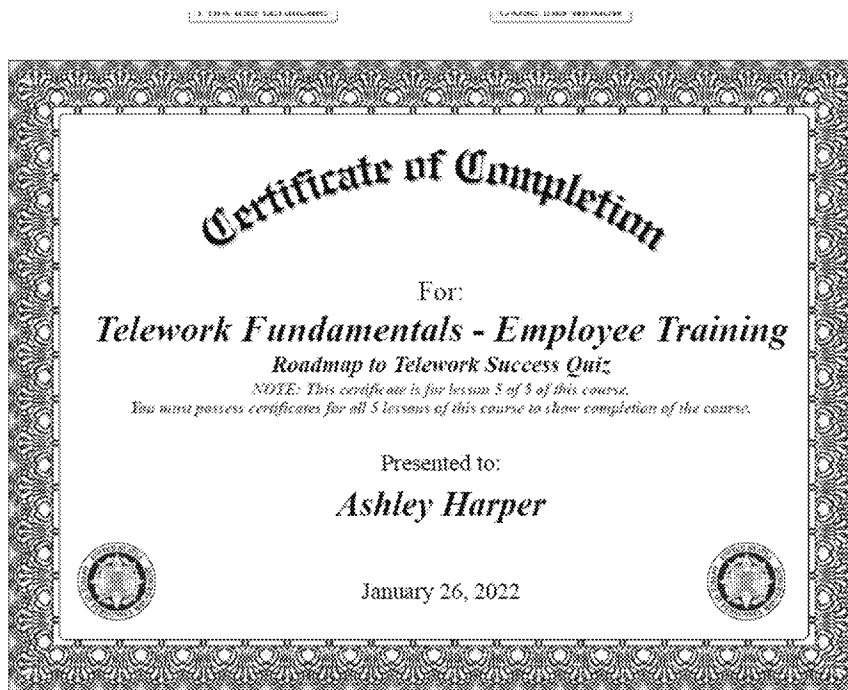
Costs to the agency:

I do not need office supplies, such as printers, to do my job. My status as a remote employee would not accrue substantial costs to the agency, my locality pay would decrease;

Ex. 6 Personal Privacy (PP), additionally, the agency would no longer have to pay my transit subsidy or cubical cost. After discussions with my team lead and supervisor we determined that I would likely be called back to DC for team meetings twice per calendar year. These meetings would be needed to help continue fostering a collaborative team environment and would likely cost around \$1500 per trip. If I were to be located in Ex. 6 Personal Privacy (PP) I would still have easy access to an EPA facility for badging issues or servicing/repairing my government issued laptop.

Ashley Harper Remote work justifications:

Telework training complete 1/24/2022



Schedule type: Maxiflex. My schedule is currently/typically maxiflex 9:00-5:30 EST M-F. If I were to relocate my schedule would generally be 10:00-6:30 EST M-F. I may be asked to start at 9:30 EST each Monday to check in with my team during our weekly full team huddle or to meet other meeting needs of colleagues. This is not different than how I currently approach my schedule, where occasionally I stay a little longer to meet with people in the PST timezone.

Safety certification:

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Working remotely effectively:

During the COVID-19 pandemic I have demonstrated my ability to work effectively in a remote location. Ex. 6 Personal Privacy (PP) If I were to be a permanently remote employee, it would not diminish the ability for the agency to accomplish its mission or meet the operational goals of our office. Many of my meetings with outside stakeholders are scattered across the US, examples include CDC (GA), California Water Boards (CA), FDA (MD), and so remote meetings would always be the cheapest and most effective way to conduct agency business to meet programmatic goals. During the pandemic our team has effectively utilized remote tools to engage with stakeholders, conduct meetings, and hire new staff. Most of our contractor support is located outside of the DC commuting area and so even as EPA returns to the office many regular meetings will permanently be remote. Current and future duties are fully portable and are not specific to the DC commuting area. My team leader, Sharon, conducts regular meetings with me remotely but does not have to actively direct or review my work in person. Due to the nature of our work her reviews of documents will always be digital. My status as a remote employee would not create additional work for my colleagues, I have no tasks assigned to me that would need to be assigned to someone else due to my status as a remote employee. For example- I don't take items to the printing office nor am I tasked with moving documents around the agency for signature. I don't anticipate that my status as a remote employee would create additional burdens for my colleagues.

Ex. 6 Personal Privacy (PP)

an area of the country most interested in reuse. This location could prove useful for helping forge in person connections that would be impossible or costly to pursue if I were to be in DC. I would be ready and willing to come back to DC as needed for team building or other purposes. I have always had positive performance reviews and that is not anticipated to change as a remote worker.

I would continue to use the tools we have relied on so heavily during the COVID-19 pandemic including, MS Teams and SharePoint. I would continue to make sure to be on teams to help respond to quick questions via chat or video call. The timezone I am requesting Ex. 6 Personal Privacy (PP) does not pose an undue burden on my east coast colleagues who wish to meet with me and due to my schedule type, maxiflex, I can make myself available earlier in the day, as needed. My team conducts meetings three times a week via teams to check in plus I have one-on-ones with my team leader and supervisor. Unlike other EPA staff, I have always been willing to meet with cameras on to facilitate bonding and show that I am engaging with them. My team thinks that connecting regularly and showing your face is an important aspect of continuing to remain satisfied with your job and engaged with the team. I don't interface with managers where meeting in person would be necessary to be effective.

Costs to the agency:

I do not need office supplies, such as printers, to do my job. My status as a remote employee would not accrue substantial costs to the agency, my locality pay would decrease Ex. 6 Personal Privacy (PP)
Ex. 6 Personal Privacy (PP) additionally, the agency would no longer have to pay my transit subsidy or cubical cost. After discussions with my team lead and supervisor we determined that I would likely be called back to DC for team meetings twice per calendar year. These meetings would be needed to help continue fostering a collaborative team environment and would likely cost around \$1500 per trip. If I were to be located in Ex. 6 Personal Privacy (PP) I would still have easy access to an EPA facility for badging issues or servicing/repairing my government issued laptop.

Appendix C- EPA-NTEU Telework Application

Employee Name: Austin Heinrich		Job Title & Grade: Physical Scientist, GS 13			
Office/Region and Division: HQ/OW/OGWDW/SRMD/SRRB					
Employee's Work Phone: 202-564-6723		Employee's Work E-mail Address: heinrich.austin@epa.gov			
First-line Supervisor: Ryan Albert		First-line Supervisor's Work Phone: 202-564-0763			
Proposed Start Date: 4/24/22		Proposed End Date: (for Medical Telework)			
Address of Alternate Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>					
Phone Number of Alternate Work Location:		Fax Number of Alternate Work Location (if applicable):			
Request: <input checked="" type="checkbox"/> New Request Agreement <input type="checkbox"/> Annual Recertification <input type="checkbox"/> Request for Modification to Existing					
Type of Telework Agreement: <input type="checkbox"/> Regular <input type="checkbox"/> Episodic <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Full-time If Regular Telework, Number of days per week: _____ or number of days per pay period: _____ <input type="checkbox"/> If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).					
Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.					
	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite	8am-5:30pm	8am-5:30pm	8am-5:30pm	8am-5:30pm	
Alternate Work Location					
Pay Period Week #2					
Official Worksite	8am-5:30pm	8am-5:30pm	8am-5:30pm	8am-5:30pm	8am-4:30pm
Alternate Work Location					
Description of Portable Work to be performed at Alternate Work Location: Policy support under the Safe Drinking Water Act. Work consists of the review/revision of existing national primary drinking water regulations, and regulatory development for unregulated microbial and chemical contaminants.					
Approval/Disapproval (attach additional documentation, if needed): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications (cite reason(s) and modification below) <input type="checkbox"/> Disapproved (cite reason(s) below)					
Employee's Signature:			Date: 3/21/22		
Supervisor's Signature:			Date: 03/30/2022		
DAA/DRA (or designee Signature (For Full-time Telework):			Date:		
NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist. Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.					

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Austin Heinrich	Job Title & Grade: Physical Scientist, GS13
Office/Region and Division: HQ/OW/OGWDW/SRMD/SRRB	
Employee's Work Phone: 202-564-6723	Employee's Work E-mail Address: heinrich.austin@epa.gov
First-line Supervisor: Ryan Albert	First-line Supervisor's Work Phone: 202-564-0763
Proposed Start Date: 4/24/22	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Phone Number of Alternate Work Location:	Fax Number of Alternate Work Location (if applicable):

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement:
 ☐ Regular
 ☐ Episodic
 ☐ Medical
 ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite	8am-5:30pm	8am-5:30pm	8am-5:30pm	8am-5:30pm	
Alternate Work Location					
Pay Period Week #2					
Official Worksite	8am-5:30pm	8am-5:30pm	8am-5:30pm	8am-5:30pm	8am-4:30pm
Alternate Work Location					

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: 3/19/22

Employee's Signature:

Date:

3/30/22

Supervisor's Signature:

Date:

9/14/22

DAA/DRA (or designee) Signature (For Full-time Telework):

Date:

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jenelle Hill	Job Title & Grade: EPS GS-12-7
AAship/Region and Division: OW-OWM-WPD	Address of Official Agency Worksite: 1201 Constitution Ave NW Washington DC
Employee's Work Phone: 202-566-1893	Employee's Work E-mail Address: hill.jenelle@epa.gov
First-line Supervisor: Lisa Biddle	First-line Supervisor's Work Phone: 202-566-0350
Proposed Start Date: May 25, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div>Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/4/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Ex. 6 Personal Privacy (PP)

interruptions of a typical office environment. The RWL (remote work location) that I am requesting will be within the LCA (local commuting area), as defined by 5 CFR 351.203, and will therefore have little financial burden for those times that I may be recalled for the Agency to meet its stated mission. I am currently eligible for remote & telework options and anticipate being so in the future. I anticipate having all current and future work assigned to be telework eligible. With the advancements of technology there is no isolation from co-workers, and with the technology upgrades that OWM is making to all conference rooms I will be able to participate virtually in all meetings. I will have a dedicated workspace at the RWL that meets all the safety and productivity requirements for remote work addressed in the AFGE Remote Work Article. I have been performing my assigned position duties, as well as brainstorming and working with my team on new work assignments during the pandemic related remote work opportunity.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

I have participated in branch and team meetings, in 1 on 1

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:

JENELLE HILL

Digitally signed by JENELLE HILL
Date: 2022.04.06 13:01:41 -04'00'

Date:

04/06/2022

Supervisor's Signature:

LISA BIDDLE

Digitally signed by LISA BIDDLE
Date: 2022.04.20 11:45:20
-04'00'

Date:

**AA/RA (or designee) Signature: BENITA BEST-
WONG**

Digitally signed by BENITA BEST-
WONG
Date: 2022.09.20 16:16:58 -04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Remote work gives me more control over my schedule, more time for family and community, and the freedom from interruptions of a typical office environment. The RWL (remote work location) that I am requesting will be within the LCA (local commuting area), as defined by 5 CFR 351.203, and will therefore have little financial burden for those times that I may be recalled for the Agency to meet its stated mission. I am currently eligible for remote & telework options and anticipate being so in the future. I anticipate having all current and future work assigned to be telework eligible. With the advancements of technology there is no isolation from co-workers, and with the technology upgrades that OWM is making to all conference rooms I will be able to participate virtually in all meetings. I will have a dedicated workspace at the RWL that meets all the safety and productivity requirements for remote work addressed in the AFGE Remote Work Article. I have been performing my assigned position duties, as well as brainstorming and working with my team on new work assignments during the pandemic related remote work opportunity.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

I have participated in branch and team meetings, in 1 on 1 meetings with my team lead and my 1st line supervisor while remote. These have occurred while being under less stress and more alert, due to no commute time and more personal enjoyment with a healthy work-life balance. The increased stress from the commute and from the entirety of the office adjusting to a new telework balance are stresses that I wish to avoid. This decision for remote work option may be revisited in the future.



Appendix D – Remote Work Agreement

Employee's Name: Brittany Jacobs	Job Title, Pay Plan, Series & Grade: Biologist (Leader), GS, 0401, 14
Office/Region and Division: EPA Headquarters - Office of Water - OST - HECD - HHRAB	Address of Regular Office or Worksite: WJC Building West 1301 Constitution Ave NW Washington, DC 20460
Employee's Work Phone: 2025661352	Employee's Work Email Address: jacobs.brittany@epa.gov
Supervisor's Name: Susan Euling	Supervisor's Work Phone & Email Address: 202-566-2717; Euling.Susan@epa.gov
Proposed Start Date: 12/22/2022	Proposed End Date (for DETO):

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☒ Yes ☐ No

Domestic Employee Teleworking Overseas Arrangement

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

(DETO): ☐ Yes ☐ No

Request:

Select one: ☒ New Request ☐ Request for Modification to Existing Agreement []

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☒ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature:

BRITTANY JACOBS

Digitally signed by BRITTANY JACOBS
Date: 2022.12.22 09:37:16 -05'00'

Supervisor's Signature:

SUSAN EULING

Digitally signed by SUSAN EULING
Date: 2023.01.04 12:42:02 -05'00'

Approval Official or Designee's Signature:

BENITA BEST-WONG Digitally signed by BENITA BEST-WONG
Date: 2023.01.19 12:17:22 -05'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Amanda Jarvis	Job Title, Pay Plan, Series & Grade: Biologist, GS 13
Office/Region and Division: OW/OST/HECD	Address of Regular Office or Worksite: 1200 Pennsylvania Ave, NW Washington, DC 20460
Employee's Work Phone: (202) 566-1163	Employee's Work Email Address: jarvis.amanda@epa.gov
Supervisor's Name: Kathryn Gallagher	Supervisor's Work Phone & Email Address: (202) 320-7446
Proposed Start Date: July 18, 2022	Proposed End Date (for DETO):

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☒ No

Domestic Employee Teleworking Overseas Arrangement

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

(DETO): ☐ Yes ☐ No

Request:

Select one: ☒ New Request ☐ Request for Modification to Existing Agreement []

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☐ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature:

AMANDA JARVIS

Digitally signed by AMANDA JARVIS
Date: 2022.07.06 09:20:35 -04'00'

Supervisor's Signature:

KATHRYN GALLAGHER

Digitally signed by KATHRYN GALLAGHER
Date: 2022.07.06 11:16:38 -04'00'

Approval Official or Designee's Signature:

BENITA BEST-WONG

Digitally signed by BENITA BEST-WONG
Date: 2022.11.23 15:32:29 -05'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Tara M. Johnson	Job Title & Grade: Environmental Protection Specialist/0028, GS-14
AAship/Region and Division: OW/OWM/WID/WIRFC	Address of Official Agency Worksite: 1200 Pennsylvania Avenue NW, Washington DC 20460
Employee's Work Phone: 202-564-6186	Employee's Work E-mail Address: johnson.tara@epa.gov
First-line Supervisor: Sonia Brubaker	First-line Supervisor's Work Phone: 202-564-0120
Proposed Start Date: April 25, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>July 31, 2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>As has been proven during these past two years, 100% of my WIRFC responsibilities can be fully performed remotely. During the pandemic, I demonstrated self-discipline and a dedication to my duties by remotely working collaboratively and effectively with my supervisor and colleagues as well as outside stakeholders.</p>		
<p>Ex. 6 Personal Privacy (PP) I have taken on new responsibilities while working remotely and trained staff on duties. I have provided comprehensive presentations to senior management and external partners and guided the agency to key decisions on my projects. Approval of my remote work request will not require reassignment of my current work or tasks to others.</p>		
<p>At the beginning of the pandemic, there were some technical obstacles, such as failure of agency equipment, which at times impacted communications. I recognized it was critical to resolve these obstacles quickly which ensured the continued successful progress of my projects. I was able to stay accessible by my supervisor and colleagues at all times.</p>		
<p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/> Disapproved (cite reason(s) below) I approve this request. I had technical issues checking just one box.</p>		
<p>Employee's Signature:</p> <p>Tara Johnson</p>	<p>Digitally signed by Tara Johnson Date: 2022.04.26 16:37:55 -04'00'</p>	<p>Date:</p>
<p>Supervisor's Signature:</p> <p>SONIA BRUBAKER</p>	<p>Digitally signed by SONIA BRUBAKER Date: 2022.04.26 17:00:21 -04'00'</p>	<p>Date:</p> <p>04/26/22</p>
<p>AA/RA (or designee) Signature:</p> <p>BENITA BEST-WONG</p>	<p>Digitally signed by BENITA BEST-WONG Date: 2022.09.14 13:20:22 -04'00'</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Johnson, Tara – Remote Work Justification

The duties that will be performed in a hybrid environment by this employee include:

- Serving as the Alternate Designated Federal Officer (Alternate DFO) for the Environmental Financial Advisory Board (EFAB), a board authorized through the Federal Advisory Committee Act (FACA).
- Coordinating with the Designated Federal Officer (DFO), who also performs the DFO duties remotely, on EFAB related work tasks.
- Preparing Federal Register Notices for public board meetings, membership calls, charter renewals, and other board related activities.
- Renewing the EFAB charter; routes charter electronically through OW, OGC, and AO, as well as GSA and the Library of Congress. Works with the Federal Advisory Committee Management Division to coordinate with the external agencies.
- Preparing recruitment packages for membership calls. After applications are submitted electronically, recommends potential members to the DFO and provides compiled PDF applications to the DFO. Routes the DFO recommended candidates to OW through CMS and AO through OEX for approval. Once members are confirmed by the Administrator, emails the new members their appointment letters.
- Communicating with board members through email, video calls, and phone calls.
- Serving as a contract officer representative for WIRFC and EFAB task orders and work assignments.
- Working with the contractors to secure meeting space for in-person meetings and stream the meetings virtually through Microsoft Teams and/or ZoomGov and EPA's YouTube site.
- Setting up registration websites for in-person meetings and webinars.
- Coordinating travel authorizations for board members through EPA's Cincinnati Travel center.
- Attending, and often chairing, virtual workgroup meetings of board members working on specific Agency charges.
- Submitting EFAB reports and deliverables electronically to the Library of Congress.
- Responding to emails and phone calls from the public.
- Entering annual EFAB information in the GSA FACA Database.
- Submitting EFAB records electronically to the National Archives and Records Administration (NARA).

The employee will communicate with their management chain, the DFO, fellow EPA peers, contractors, EFAB board members, and other external stakeholders through email, Microsoft Teams (video and audio), ZoomGov, and phone.



Appendix A – EPA Remote Work Agreement

Employee's Name: Sara Karnes	Job Title, Pay Plan, Series & Grade: Program Analyst (Human Capital), GS-343-13
Office/Region and Division: OW/MOS/HCS	Address of Regular Office or Worksite: 1200 Pennsylvania Ave, N.W. Washington, DC 20460
Employee's Work Phone:	Employee's Work Email Address:
Supervisor's Name: Alfredo Torrez, Acting HCS Director	Supervisor's Work Phone & Email Address: torrez.alfredo@epa.gov 202-564-6621
Proposed Start Date: 7/31/22	Proposed End Date (for DETO):

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Commuting Area of Regular Office or Worksite:

☐ Yes ☒ No

Domestic Employee Teleworking Overseas Arrangement

(DETO): ☐ Yes ☐ No

(Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Request:

Select one: ☒ New Request ☐ Request for Modification to Existing Agreement

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☒ Approved

☐ Disapproved (cite reason(s) below)

Employee's Signature:

Sara Karnes Digitally signed by Sara Karnes
Date: 2022.05.01 21:11:22 -04'00'

Supervisor's Signature: **Alfredo Torrez**

Digitally signed by Alfredo Torrez
Date: 2022.05.09 21:47:18 -04'00'

AA/RA (or designee) Signature:

BENITA BEST-WONG Digitally signed by BENITA BEST-WONG
Date: 2022.06.13 15:17:02 -04'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Renee Kearney	Job Title & Grade: IMS GS13
AAship/Region and Division: OW/OST/RMIS	Address of Official Agency Worksite: 1200 Penn Ave, NW, Washington, DC
Employee's Work Phone: 202-564-8076	Employee's Work E-mail Address: kearney.renee@epa.gov
First-line Supervisor: Amber Erickson	First-line Supervisor's Work Phone: 202-566-2984
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <div style="font-family: cursive; font-size: 1.2em; margin-left: 40px;"> <i>Renee Kearney</i> </div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/22/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:
SEE ATTACHMENT FOR DETAILS

Approval/Disapproval (attach documentation):



Approved



Disapproved (cite reason(s) below)

Employee's Signature: <i>Renee Kearney</i>		Date: 3/28/2022
Supervisor's Signature: AMBER ERICKSON	Digitally signed by AMBER ERICKSON Date: 2022.04.12 09:57:27 -04'00'	Date:
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.07.17 21:17:37 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Kearney Remote Telework Justification (4/2022)

My work is executed in a timely manner to accomplish OST's mission. I will continue to take ownership of my work and perform a great job achieving this goal. I'm reliable and work independently. Stay abreast of all web changes by taking training. All work is distributed via email and meetings via Team. Also, all contacts have my work cell and private cell number regarding work matters. The only reason to enter building will be for laptop upgrade or badge renewal. I will save the government money in private office space.

CE1 Internet

Daily basis of my work: I create and manage OST websites based on EPA Web Standards and Section 508 guidelines. QA websites using Siteimprove to fix broken links, redirects and other link errors. Review drupal notifications for issues involving outdated content, headers, boxes, emails, layout, etc., edit as necessary and republish pages. QA for Section 508 (alt tags, table, images, pdfs and other 508 errors). Update WQS Repository State and Tribal pages from Contractors. Update Biocriteria, WQS and Cyanohabs State, Tribal and Territory pages. Update State, Tribal and Regional Contacts for Biosolids, FSTRAC and WQS from EIC or Regional POC. Complete major edits from Division projects for cleanup/overhaul/reorganize which I provide instrumental input in developing, finalizing and web posting product. Review FR notifications and send out ACTION NEEDED email for an update to webpage. Complete BEACON edits from Bill and the Contractors. Extensive research is done to complete tasks and maintain webpages.

Intra-Office Tasks:

Work with other offices to post updates; granted access to make changes in timely manner – some topics include Nutrients, PFOA/PFOS, Trading Memo, GenX, etc.

Other:

Provide suggestions to OW on Drupal issues. Assist EICs with making documents Section 508 compliant. Update Drupal Tips and Tricks with new guidance using Drupal 9, post on Sharepoint and circulate to EICs. Update communications/web items on sharepoint. Create GA reports based on EICs needs (monthly, weekly, specific time frame). Prepping for decommission of archives.epa.gov.

Web Contracts:

Web Task Contract with OW/IO: oversee contract and manage emergency funds.

Web Task Contract with GDIT: Update annual contract. Delegate web tasks using contract funds and follow-up for completeness. Responsible for reviewing monthly invoices for accuracy of payment with OST Accountant.

OST Email Box:

[SEQ CHAPTER \h \r 1]Receive, respond to emails and complete turnaround time within 5 days. Increase in HABs comments which leads to updates on HABs state and monitoring pages.

CE2 Teamwork

[SEQ CHAPTER \h \r 1]Work together as a team to accomplish the team's goals. Participate in EIC's quarterly meetings via Teams to discuss items of concern, project updates, archives, website recommendations and Drupal 9 migration. Keep Team Leader informed of progress as well as other issues. Complete all tasks from quarterly meetings in timely manner. Initiates, willingness and ability to work and follow-through in performance of assignments with little supervision.

CE3 Customer Service

[SEQ CHAPTER \h \r 1]Provide outstanding customer service. Deliver products and/or services meeting all deadlines for web tasks involving pre-pubs, FR's, Fact Sheets, Press Releases and Public Hearings. Upload webinars and public meetings to EPA's youtube account. add all necessary information for search purposes and make available on OST webpages.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Suzanne Kelly	Job Title & Grade: Environmental Protection Specialist, GS-14
AAship/Region and Division: OW/OGWDW/DWPD	Address of Official Agency Worksite: 1200 Pennsylvania Ave, NW, Washington, D.C. 20460
Employee's Work Phone: 202-566-3887	Employee's Work E-mail Address: Kelly.suzanne@epa.gov
First-line Supervisor: William Bates	First-line Supervisor's Work Phone: 202-564-6165
Proposed Start Date: April 5, 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 202-566-3887	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/8/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:	Date: 3/8/2022
Supervisor's Signature:	Date:
AA/RA (or designee) Signature:	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All of my primacy, program revision and aquifer exemption team duties and responsibilities can be performed with equal effectiveness with respect to quality, quantity, and timeliness from a remote work location as from the official Agency worksite and would not require a change in duties or responsibilities. My projects can be done seamlessly from either location. None of my work requires me to physically return to the worksite to access files or equipment. I have technology in place to accommodate meeting participants (e.g., internal and/or external customers) whether they are in the office or located elsewhere. Microsoft Teams and Zoom.gov are options for telephone calls, messaging, video conferencing and document sharing (e.g., presentations). My work telephone is forwarded to my remote workplace for seamless communication. I can connect via EPA's VPN to network files and SharePoint documents and have the option to access and share OneDrive files with anyone in the Agency.

Pre-pandemic, the meetings I participated in frequently involved participants that were not physically in the room and this did not limit or impact participation, assignments, or availability. Currently, my projects involve working directly with Regions and states in other time zones which can only be accomplished through remote participation. My duties and responsibilities do not require a daily in person interface with management officials. It is highly unlikely that there will be daily or routine meetings requiring my in-person attendance. Working remotely during the pandemic, did not limit participation, completion of assignments or availability to internal and external customers. Also, I was able to successfully mentor several new staff members remotely and I will seamlessly be able to continue to train and mentor any new staff the organization may hire in the future. I strongly believe that having the ability to remote work in the future will allow me to increase my availability and ability to directly contribute to furthering the goals of the Agency, the workforce, and the environment.

My duties in FY 2022 include the following:

- Serve as Team Lead to the Primacy and Program Revision Team, which includes reviewing primacy/program revision packages to ensure consistency in language and format across the packages.
- Participate in Community of Practice for EJ and Rulemaking meetings.
- Coordinates/negotiates with internal offices for guidance related questions and issues (e.g. OGC legal analysis).
- Attends meetings and consults with team members on key activities, as needed.
- Provides advice, expertise, updates, explanations, rationales, and recommendations related to staff, management, states, regions, and other stakeholders, as needed.
- Complete Class VI guidance updates and publish on website.
- Serve as project lead for Louisiana and Arizona primacy projects
- Provide Policy level support for Aquifer exemption related activities.
- Serve as a POC for team and non-team members regarding Primacy/Program Revisions and Aquifer Exemptions.
- Participate in preparation of schedule(s) to achieve team and/or group goals
- Support Branch-level planning, as appropriate
- Represent EPA and participate in stakeholder activities and meetings
- Present as needed, on technical and policy issues (including presenting at): Management briefings, Public and technical meetings, Regional and Staff level meetings
- Comply with records management requirements, as appropriate.
- Respond professionally, in writing, to inquiries from colleagues, stakeholders and others.
- Respond to inquiries from coworkers, supervisors, and others on budget issues.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Lori L Keyton	Job Title & Grade: Program Analyst, GS 13
AAship/Region and Division: OW/OGWDW/RMES	Address of Official Agency Worksite: 1201 Constitution Ave, NW, Washington, DC
Employee's Work Phone: 202-564-5768	Employee's Work E-mail Address: keyton.lori@epa.gov
First-line Supervisor: Eric Bissonette	First-line Supervisor's Work Phone: 202-564-2147
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/23/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Lori Keyton's Program Analyst work duties and responsibilities can be performed with equal effectiveness with respect to quality, quantity, and timeliness from a remote work location, as they were performed from the official Agency worksite and would not require a change in duties or responsibilities. Lori's leadership in the Execution of all funding needs not limited to travel, procurements requests, training needs, contracts, interagency agreements, grants, and miscellaneous items; Reprogramming funds, approving reprogrammings for all of OW and sending to OCFO for approval and notifying regional senior staff of completed reprogramming; Tracking of two Fiscal Years of WCF Funds to ensure that funds are at correct levels, no funds are lost, swaps are made, EACs are correct, and staff is aware of monthly amounts; making Payroll adjustments of percent changes for work codes and corrections for funding and staff changes; Funds Control Oversight of expiring funds; conducting the ULO review; and other budget drills, among many other assignments can be done seamlessly from either location. None of Lori's work requires her to physically return to the worksite to access files or equipment. There is technology in place to accommodate meeting participants whether they are in the office or working

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: LORI KEYTON <small>Digitally signed by LORI KEYTON Date: 2022.04.22 00:49:36 -04'00'</small>	Date:
Supervisor's Signature: ERIC BISSONETTE <small>Digitally signed by ERIC BISSONETTE Date: 2022.05.11 06:49:29 -04'00'</small>	Date:
AA/RA (or designee) Signature: BENITA BEST- WONG <small>Digitally signed by BENITA BEST- WONG Date: 2022.09.29 13:28:08 -04'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Lori Keyton Remote Work Text

Lori Keyton's Program Analyst work duties and responsibilities can be performed with equal effectiveness with respect to quality, quantity, and timeliness from a remote work location, as they were performed from the official Agency worksite and would not require a change in duties or responsibilities. Lori's leadership in the Execution of all funding needs not limited to travel, procurements requests, training needs, contracts, interagency agreements, grants, and miscellaneous items; Reprogramming funds, approving reprogrammings for all of OW and sending to OCFO for approval and notifying regional senior staff of completed reprogramming; Tracking of two Fiscal Years of WCF Funds to ensure that funds are at correct levels, no funds are lost, swaps are made, EACs are correct, and staff is aware of monthly amounts; making Payroll adjustments of percent changes for work codes and corrections for funding and staff changes; Funds Control Oversight of expiring funds; conducting the ULO review; and other budget drills, among many other assignments can be done seamlessly from either location. None of Lori's work requires her to physically return to the worksite to access files or equipment. There is technology in place to accommodate meeting participants whether they are in the office or working remotely. Lori's work telephone is forwarded to her remote workplace. Microsoft Teams and Zoom.gov are other options for telephone calls/conferencing, including video conferencing. Microsoft Teams also allows messaging and document sharing. Lori is also able to connect via EPA's VPN to network files and SharePoint documents. Lori also has the option to access and share OneDrive files with anyone in the Agency to utilize and update data as required for her budget drills. Pre-pandemic, many of the meetings she participated in frequently involved participants that were not physically in the room and this did not limit participation, assignments, or availability. It is highly unlikely that there will be day-to-day meetings requiring Lori's in person attendance. In her role, Lori has successfully trained and assisted staff remotely and will seamlessly be able to continue to train, assist or mentor any new staff the organization may bring on board in the future.

Appendix C- EPA-NTEU Telework Application

Employee Name: Rajiv Khara	Job Title & Grade: Environmental Engineer, GS15
Office/Region and Division: OW/OGWDW/SRMD	
Employee's Work Phone: 202-564-4881	Employee's Work E-mail Address: khara.rajiv@epa.gov
First-line Supervisor: Hannah Holsinger	First-line Supervisor's Work Phone: 202-564-0403
Proposed Start Date: 04/25/2022	Proposed End Date: (for Medical Telework)

Address of Alternate Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Phone Number of Alternate Work Location:	Fax Number of Alternate Work Location (if applicable):
---	---

Ex. 6 Personal Privacy (PP)

Request:

☐ New Request Agreement

 ☐ Annual Recertification

 ☒ Request for Modification to Existing

Type of Telework Agreement:
☐ Regular
☐ Episodic
☐ Medical
☒ Full-time

If Regular Telework, Number of days per week: _____ or number of days per pay period: _____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location		10	10	10	10
Pay Period Week #2					
Official Worksite					
Alternate Work Location		10	10	10	10

Description of Portable Work to be performed at Alternate Work Location:

Develop new WBS and maintain existing WBS, and POU/POE cost models for drinking water treatment processes. Develop a method for estimating carbon footprint and incorporate calculations in all WBS models. Provide technical support to 4th six-year review team. Develop analytical/treatment feasibility, source water occurrence, fluoride occurrence documents and a white paper for acrylamide/epichlorohydrin. Provide technical support relating to PFAS treatment and cost for PFAS rule. Develop and get a technical cost paper on PFAS treatment and costs published in a peer reviewed journal. Undertake required contract level COR responsibilities per the BPA contract. Initiate a re-compete of the existing BPA contract. Provide technical support as needed for the LCR rule revisions.

Approval/Disapproval (attach additional documentation, if needed):

☒ Approved
 ☐ Approved with Modifications (cite reason(s) and modification below)
 ☐ Disapproved (cite reason(s) below)

Employee's Signature: <i>Rajiv Khara</i>	Date: 03/23/2022
---	-------------------------

Supervisor's Signature: HANNAH HOLSINGER <small>Digitally signed by HANNAH HOLSINGER Date: 2022.03.25 15:20:13 -0400</small>	Date:
--	--------------

DAA/DRA (or designee Signature (For Full-time Telework)): BENITA BEST-WONG <small>Digitally signed by BENITA BEST-WONG Date: 2022.03.23 14:33:06 -0400</small>	Date:
--	--------------

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Rajiv Khera	Job Title & Grade: Environmental Engineer, GS15
Office/Region and Division: OW/OGWDW/SRMD	
Employee's Work Phone: 202-564-4881	Employee's Work E-mail Address: khera.rajiv@epa.gov
First-line Supervisor: Hannah Holsinger	First-line Supervisor's Work Phone: 202-564-0403
Proposed Start Date: 04/25/2022	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	
Phone Number of Alternate Work Location: <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	Fax Number of Alternate Work Location (if applicable):

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement:
 ☐ Regular
 ☐ Episodic
 ☐ Medical
 ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location		10	10	10	10
Pay Period Week #2					
Official Worksite					
Alternate Work Location		10	10	10	10

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: _____

Employee's Signature: *Rajiv Khara*

Date:
03/23/2022

Supervisor's Signature: HANNAH
HOLSINGER

Digitally signed by HANNAH
HOLSINGER
Date: 2022.03.25 15:24:29 -04'00'

Date:

DAA/DRA (or designee) Signature (For Full-time Telework): BENITA BEST-
WONG

Digitally signed by BENITA
BEST-WONG
Date: 2022.05.23 14:34:51
-04'00'

Date:

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)



Appendix D – Remote Work Agreement

Employee's Name: Samantha Lewis	Job Title, Pay Plan, Series & Grade: Chemical Engineer, GS-14
Office/Region and Division: OW/OST/EAD/TSB	Address of Regular Office or Worksite: 1200 Pennsylvania Ave, NW, Washington, DC 20004
Employee's Work Phone: 202-566-1058	Employee's Work Email Address: lewis.samantha@epa.gov
Supervisor's Name: Brian D'Amico	Supervisor's Work Phone & Email Address: 202-566-1069, DAmico.Brian@epa.gov
Proposed Start Date: 04/24/22	Proposed End Date (for DETO):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☒ Yes ☐ No

Domestic Employee Teleworking Overseas Arrangement

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

(DETO): ☐ Yes ☐ No

Request:

Select one: ☒ New Request ☐ Request for Modification to Existing Agreement []

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☒ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature:

SAMANTHA LEWIS

Digitally signed by SAMANTHA LEWIS
Date: 2022.05.06 08:58:56 -04'00'

Supervisor's Signature:

BRIAN D'AMICO

Digitally signed by BRIAN D'AMICO
Date: 2022.05.11 07:17:14 -04'00'

Approval Official or Designee's Signature:

BENITA
BEST-WONG

Digitally signed by
BENITA BEST-WONG
Date: 2022.09.14
14:39:37 -04'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Rebecca Lopez	Job Title & Grade: Program Analyst, GS-12
AAship/Region and Division: OW/OWOW/PCRMS	Address of Official Agency Worksite: 1301 Constitution Ave NW, Washington, DC 20004
Employee's Work Phone: 202-566-2689	Employee's Work E-mail Address: lopez.rebecca.m@epa.gov
First-line Supervisor: Sandy Dickens	First-line Supervisor's Work Phone: 202-566-2349
Proposed Start Date: 01/05/2023	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/02/2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>My work is entirely portable and does not require in-person activities at my official agency worksite. I have been performing all my duties more than effectively in a remote status since I transferred to the EPA in February 2021. My duties as a purchase card holder as well as providing organizational support, analysis, and reporting are completely virtual and, as demonstrated in my most recent performance rating, Ex. 6 Personal Privacy (PP)</p> <p>Ex. 6 Personal Privacy (PP) Even with the potential of additional duties being added in the future, the nature of my work allows me to remotely perform all duties as effectively (and arguably more efficiently) than from the official agency worksite. The approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals because the work I perform to support the mission is entirely portable and technology such as Microsoft Teams fully supports a hybrid work environment. Remote work eliminates the time, costs, and stress involved in commuting in a major metropolitan area and has the additional benefit of reducing environmental impacts, which is directly tied to the Agency's mission. My RWL is close enough to the</p> <p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Employee's Signature:</p> <p>REBECCA LOPEZ</p>	<p>Digitally signed by REBECCA LOPEZ Date: 2023.01.05 12:30:29 -05'00'</p>	<p>Date:</p> <p>01/05/2023</p>
<p>Supervisor's Signature:</p> <p>SANDY DICKENS</p>	<p>Digitally signed by SANDY DICKENS Date: 2023.01.11 11:52:40 -05'00'</p>	<p>Date:</p> <p>1/11/2023</p>
<p>AA/RA (or designee) Signature:</p> <p>BENITA BEST-WONG</p>	<p>Digitally signed by BENITA BEST-WONG Date: 2023.01.16 21:30:44 -05'00'</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

My work is entirely portable and does not require in-person activities at my official agency worksite. I have been performing all my duties more than effectively in a remote status since I transferred to the EPA in February 2021. My duties as a purchase card holder as well as providing organizational support, analysis, and reporting are completely virtual!

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Even with the potential of additional duties being added in the future, the nature of my work allows me to remotely perform all duties as effectively (and arguably more efficiently) than from the official agency worksite. The approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals because the work I perform to support the mission is entirely portable and technology such as Microsoft Teams fully supports a hybrid work environment. Remote work eliminates the time, costs, and stress involved in commuting in a major metropolitan area and has the additional benefit of reducing environmental impacts, which is directly tied to the Agency's mission. My RWL is close enough to the official agency worksite to be available for recall on short notice.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Joseph McFadden	Job Title & Grade: IT Specialist GS 13
AAship/Region and Division: Office of Water- IO-MOS-PMO	Address of Official Agency Worksite: 1200 Pennsylvania Avenue, N.W., Washington, DC 20460
Employee's Work Phone: 202-536-9242	Employee's Work E-mail Address: mcfadden.joseph@epa.gov
First-line Supervisor: Dominique Rey	First-line Supervisor's Work Phone: 703-483-5336
Proposed Start Date: May 1, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/18/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My work is fully portable and has been since I started at the Agency in 2011. I believe that maintaining my current state of Remote Work would not diminish the Agency's ability to accomplish its mission in any way. I have proven that I am able to effectively conduct Agency business while working remotely. In nearly all instances, especially when working with customers, I turn on my camera while on MS Teams meetings. I am technologically proficient and able to work with others in a hybrid environment. I went on a detail with OCI while working remotely, integrating with new team members And recently I have taken on new assignments and roles. I have been accessible and present whenever remote working. All of my work is conducted via electronic systems that are accessible from my GFE in my Remote Work location.

I would be willing to come to the office when deemed necessary. No special considerations (hotel room bookings) would be necessary as I would be able to commute to and from the office in a single day (1.5-2 hours each direction).

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: JOSEPH
MCFADDEN

Digitally signed by JOSEPH
MCFADDEN
Date: 2022.04.13 13:08:32 -04'00'

Date:
4/13/2022

Supervisor's Signature:
DOMINIQUE REY

Digitally signed by DOMINIQUE
REY
Date: 2022.04.18 09:26:28 -04'00'

Date:

AA/RA (or designee) Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.09.13 15:54:21 -04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.



Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Michael A. Mezzacapo	Job Title, Pay Plan, Series & Grade: Physcial Scientist, PA; GS-12; Step 1
Office/Region and Division: OW-OWM-WID-SCIB	Address of Regular Office or Worksite: 2100 PA Ave NW Washington, DC 20004; 7225H – WJC Building East
Employee's Work Phone: 202-564-9543	Employee's Work Email Address: Mezzacapo.Michael@epa.gov
Supervisor's Name: Catherine Allen	Supervisor's Work Phone & Email Address: 202-566-1039; Allen.Catherine@epa.gov
Proposed Start Date: 11/6/2022	Proposed End Date (for DETO): N/A
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Local Commuting Area of Regular Office or Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature:  9/27/22	
Supervisor's Signature:  12.6.2022	

Approval Official or Designee's Signature:

Bert Sax - WJ

1/3/2023

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Miller, Tracey – Remote Work Justification

Tracey Miller's grants management work duties and responsibilities can be performed with equal effectiveness with respect to quality, quantity, and timeliness from a remote work location as from the official Agency worksite and would not require a change in duties or responsibilities. Tracey's leadership on the grants management in the Office of Water, including providing technical assistance and guidance on AWIA, WINN, and BIL assistance agreements among others can be done seamlessly from a remote location. None of her work requires to physically return to the worksite to access files or equipment. There is technology in place to accommodate meeting participants whether they are in the office or working elsewhere. Her work telephone is forwarded to her remote workplace. Microsoft Teams and Zoom.gov are other options for telephone calls/conferencing including video conferencing. Microsoft Teams also allows messaging and document sharing. Tracey is also able to connect via EPA's VPN to network files and SharePoint documents. Tracey also has the option to access and share OneDrive files with anyone in the Agency. Pre-pandemic the meetings she participated in frequently involved participants that were not physically in the room and this did not limit participation, assignments, or availability. It is highly unlikely that there will be day to day meetings requiring Tracey's attendance. Tracey has also successfully trained several staff members remotely and will seamlessly be able to continue to train and mentor any new staff the organization may hire in the future.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Tracey Miller	Job Title & Grade: Program Analyst, GS-14, Step 9
AAship/Region and Division: OW/IO/RMS	Address of Official Agency Worksite: 1200 Pennsylvania Ave. Washington, DC 20460
Employee's Work Phone: 202-564-0783	Employee's Work E-mail Address: miller.tracey@epa.gov
First-line Supervisor: Sharon Vazquez	First-line Supervisor's Work Phone: 202-564-1622
Proposed Start Date: April 25, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): 	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; font-size: small;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; font-size: small;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature 	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>March 18, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached justification.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: TRACEY MILLER	Digitally signed by TRACEY MILLER Date: 2022.03.22 10:22:09 -04'00'	Date:
Supervisor's Signature: SHARON VAZQUEZ	Digitally signed by SHARON VAZQUEZ Date: 2022.03.28 21:20:57 -04'00'	Date:
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.06.07 18:39:13 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Romell Nandi Remote Work Text

My office at my current telework location is a safe work environment located approximately 7.5 miles from the OWOW offices at EPA Headquarters and is equipped with internet, phone access, office furniture and is free from excessive noise. I have successfully used it over the last several years in conducting my work duties and have demonstrated willingness and ability to respond to any non-routine work actions that may arise.

Prior to the pandemic, I teleworked every Wednesday for more than a year. I did not have any problems fulfilling my work obligations or being available due to working remotely. I was even more productive on Wednesdays because I was able to work through what would have been transit times to and from the office, and I had fewer interruptions as well. Since March 2020, I continued to work remotely seamlessly and very productively. Now that using virtual meeting technology is the norm, working remotely is easier than ever. Working remotely also allows me to attend and present during many meetings and conferences remotely (including some international meetings) without fear of distracting colleagues in neighboring cubes or without having to secure conference space. It is also easier to be at meetings on time since I do not have to physically move to a different location.

Not commuting reduces my carbon footprint, maintains better work-life balance and has made me a happier employee. Lastly, minimizing potential covid exposure to myself and my family on public transportation and the office is an additional benefit to working remotely full-time. Given my very long history - pre-pandemic and during the pandemic - of successful remote work, I believe I have a very strong case for continued full-time remote work and that it will not diminish the Agency's ability to accomplish its mission and meet its operational goals if my remote telework application is approved.

My job duties include serving as the National Program Lead for the Trash Free Waters Program and individual projects. My duties include serving as the National Program Lead for the Trash Free Waters Program: Develop annual TFW team workplan and year-round strategic planning, including focused efforts on outreach; support guidance and coordination among TFW team members and ORISE participants; answer questions and provide informational briefings and materials for Agency and OW senior leadership, EPA staff peers, and outside stakeholders; Review with TFW team Regional workplans (including geographic program work) for prospective HQ assistance and to foster peer-to-peer learning;

Use TFW National calls, emails, and other methods to convey critical information to Regional and Geographic Program TFW contacts; Present to the public and specific stakeholders on TFW program goals, activities, and accomplishments;

Work collaboratively with other EPA offices to effectively address trash in the environment domestically and internationally.

Trash Free Waters individual project lead: Lead development with OLEM/ORCR of the Save Our Seas (SOS) 2.0 Section 301 Strategy and associated development process; Track and utilize TFW metrics results to inform program direction and program outreach; Report on Microfiber Pollution (SOS Section 132), Microplastics Expert Workshop progress report, South Atlantic, Puerto Rico, and Mystic River Watershed TFW Strategies, and other new products to ensure high quality and utility to stakeholders and TFW program.

This work involves responding to requests for information and review of technical materials in support of organizational programs and activities and providing information, analysis, and recommendations by email and discussing them on calls with team members and managers. The work also involves having discussions and providing input and recommendations to management which are generally done through calls or by email. This area of responsibility also involves participating in team activities involving joint development or review of materials conducted via SharePoint or by exchanging emails.

The work also involves interacting with internal staff in OW, interacting externally with stakeholders such as the National Municipal Stormwater Alliance and other stakeholders (academia, state/local governments) on TFW project committees, and planning workshops. These activities are mainly conducted through Teams calls and by email, with occasional travel for participation in workshops or conferences in other states.

This work involves developing or commenting on technical information and participating in calls requiring technical expertise in support of organizational programs and activities. Feedback and technical information requested by EPA Regions are usually related to TFW innovation or sustainability aspects. These activities are also conducted through calls and by email.

To sum up, my work is completely portable and I have been carrying out all of my job responsibilities remotely for several years prior to the pandemic and for the past 2+ years of the pandemic.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Romell Nandi	Job Title & Grade: Environmental Protection Specialist; GS-14
AAship/Region and Division: OW/OWOW/OWCD	Address of Official Agency Worksite: EPA West, 1400 Constitution Avenue, NW Washington DC
Employee's Work Phone: (202) 566-1203	Employee's Work E-mail Address: nandi.romell@epa.gov
First-line Supervisor: Jeffrey Lerner, Partnership Programs Branch Chief	First-line Supervisor's Work Phone: (202) 564-0426
Proposed Start Date: 12/1/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/6/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My office at my current telework location is a safe work environment located approximately 7.5 miles from the OWOW offices at EPA Headquarters and is equipped with internet, phone access, office furniture and is free from excessive noise. I have successfully used it over the last several years in conducting my work duties and have demonstrated willingness and ability to respond to any non-routine work actions that may arise.

Prior to the pandemic, I teleworked every Wednesday for more than a year. I did not have any problems fulfilling my work obligations or being available due to working remotely. I was even more productive on Wednesdays because I was able to work through what would have been transit times to and from the office, and I had fewer interruptions as well. Since March 2020, I continued to work remotely seamlessly and very productively. Now that using virtual meeting technology is the norm, working remotely is easier than ever. Working remotely also allows me to attend and present during many meetings and conferences remotely (including some international meetings) without fear of distracting colleagues in

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: ROMELL NANDI	Digitally signed by ROMELL NANDI Date: 2022.04.19 15:26:07 -04'00'	Date: 4/19/22
Supervisor's Signature: Lerner, Jeffrey	Digitally signed by Lerner, Jeffrey Date: 2022.11.25 15:15:48 -05'00'	Date:
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.12.02 15:50:39 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Colleen Neely	Job Title, Pay Plan, Series & Grade: General Physical Science, GS, 1301, 12
Office/Region and Division: Office of Water, Water Infrastructure Division	Address of Regular Office or Worksite: 1200 Pennsylvania Avenue NW, Washington, DC 20004
Employee's Work Phone: 202-564-0439	Employee's Work Email Address: neely.colleen@epa.gov
Supervisor's Name: Sonia Brubaker	Supervisor's Work Phone & Email Address: 202-384-7030 / Brubaker.Sonia@epa.gov
Proposed Start Date: August 1 2022	Proposed End Date (for DETO): N/A
Address of Remote Work Location (including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Local Commuting Area of Regular Office or Worksite: <div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div> <div>(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)</div> <div>Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div>	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <div><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</div>	
Employee's Signature: Colleen Neely Digitally signed by Colleen Neely Date: 2022.07.29 07:38:03 -05'00'	
Supervisor's Signature: LEO GUERIGUIAN Digitally signed by LEO GUERIGUIAN Date: 2022.08.01 13:04:44 -04'00'	

Approval Official or Designee's Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.09.19 18:39:37 -04'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Ivan Nieves		Job Title & Grade: Physical Scientist/Environmental Engineer GS-13			
Office/Region and Division: OW/OWM/WID/SCIB					
Employee's Work Phone: (202) 564-3206		Employee's Work E-mail Address: nieves.ivan@epa.gov			
First-line Supervisor: Catherine Allen		First-line Supervisor's Work Phone: (202) 566-1039			
Proposed Start Date: 3/14/22		Proposed End Date: (for Medical Telework)			
Address of Alternate Work Location (Including city, state and zip code): <div style="border: 1px solid black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>					
Phone Number of Alternate Work Location: <div style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>		Fax Number of Alternate Work Location (if applicable):			
Request: <input type="checkbox"/> New Request Agreement <input type="checkbox"/> Annual Recertification <input checked="" type="checkbox"/> Request for Modification to Existing					
Type of Telework Agreement: <input type="checkbox"/> Regular <input type="checkbox"/> Episodic <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Full-time If Regular Telework, Number of days per week:- <input checked="" type="checkbox"/> or number of days per pay period:- <input checked="" type="checkbox"/> <input type="checkbox"/> If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).					
Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.					
	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8:30AM-6PM	8:30AM-6PM	8:30AM-6PM	8:30AM-6PM	8:30AM-5PM
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8:30AM-6PM	8:30AM-6PM	8:30AM-6PM	8:30AM-6PM	Compressed
Description of Portable Work to be performed at Alternate Work Location: Manage the U.S.-Mexico Border Water Infrastructure Program					
Approval/Disapproval (attach additional documentation, if needed): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications (cite reason(s) and modification below) <input type="checkbox"/> Disapproved (cite reason(s) below)					
Employee's Signature:			Date:		
Supervisor's Signature:			Date:		
DAA/DRA (or designee Signature (For Full-time Telework):			Date:		
NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.					
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.					

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Ivan Nieves	Job Title & Grade: Physical Scientist/Environmental Engineer GS-13
Office/Region and Division: OW/OWM/WID/SCIB	
Employee's Work Phone: (202) 564-3206	Employee's Work E-mail Address: nieves.ivan@epa.gov
First-line Supervisor: Catherine Allen	First-line Supervisor's Work Phone: (202) 566-1039
Proposed Start Date: 3/14/22	Proposed End Date: (for Medical Telework)

Address of Alternate Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Phone Number of Alternate Work Location: <div style="border: 1px dashed black; padding: 2px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>	Fax Number of Alternate Work Location (if applicable):
---	---

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ Regular ☐ Episodic ☐ Medical ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8:30AM-6PM	8:30AM-6PM	8:30AM-6PM	8:30AM-6PM	8:30AM-5PM
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8:30AM-6PM	8:30AM-6PM	8:30AM-6PM	8:30AM-6PM	Compressed

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: _____

Employee's Signature:

Date:

Supervisor's Signature:

Date:

DAA/DRA (or designee) Signature (For Full-time Telework):

Date:

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Robin Parker	Job Title & Grade: EPS, GS-13 step 8
AAship/Region and Division: OW/OWOW/OWCD/PPB	Address of Official Agency Worksite: 1301 Constitution Avenue N.W. Washington, DC 20004
Employee's Work Phone: 202-564-0662	Employee's Work E-mail Address: parker.robin@epa.gov
First-line Supervisor: Jeffrey Lerner	First-line Supervisor's Work Phone: 202-564-0426
Proposed Start Date: May 1, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/6/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All of my duties are completely portable with existing communication technology and agency infrastructure, and can be performed as effectively from my Remote Work Location as from my Official Agency worksite. **Ex. 6 Personal Privacy (PP)**

Ex. 6 Personal Privacy (PP)

My duties as NEP Team Lead and OWOW coordinator for the Geographic Programs include close work and frequent communication with colleagues across the country. No matter where I am based, a significant portion of my work with these teams requires communication by phone, email, or video conference. During the pandemic, and during the fast-paced implementation of the Bipartisan Infrastructure Law, I have established successful strategies for keeping my nationwide team informed and working seamlessly to accomplish critical operational goals in a remote environment.

I am requesting remote work approval due:

Ex. 6 Personal Privacy (PP)

Approval of this request will increase the Agency's ability to accomplish its mission by allowing me to continue in this role

Approval/Disapproval (attach documentation):



Approved



Disapproved (cite reason(s) below)

Employee's Signature:



Digitally signed by ROBIN PARKER
Date: 2022.04.13 18:15:41 -04'00'

Date:

4-13-2022

Supervisor's Signature:

Lerner, Jeffrey

Digitally signed by Lerner, Jeffrey
Date: 2022.04.20 19:48:09 -04'00'

Date:

AA/RA (or designee) Signature: BENITA BEST-WONG

Digitally signed by BENITA BEST-WONG
Date: 2022.10.27 15:44:35 -04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Robin Parker Remote Work Text

All of my duties are completely portable with existing communication technology and agency infrastructure, and can be performed as effectively from my Remote Work Location as from my Official Agency worksite. My performance since transitioning to full-time telework due to the covid-19 pandemic has remained exceptional.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

My duties as NEP Team Lead and OWOW coordinator for the Geographic Programs include close work and frequent communication with colleagues across the country. No matter where I am based, a significant portion of my work with these teams requires communication by phone, email, or video conference. During the pandemic, and during the fast-paced implementation of the Bipartisan Infrastructure Law, I have established successful strategies for keeping my nationwide team informed and working seamlessly to accomplish critical operational goals in a remote environment.

I am requesting

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Approval of this request will increase the Agency's ability to accomplish its mission by allowing me to continue in this role in a remote capacity.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Myra Price	Job Title & Grade: Environmental Protection Specialist 0028-13
AAship/Region and Division: OW/OWOW/OWCD	Address of Official Agency Worksite: 1200 Pennsylvania Ave, NW, Washington DC 20460
Employee's Work Phone: 202-566-1225	Employee's Work E-mail Address: price.myra@epa.gov
First-line Supervisor: Russ Kaiser	First-line Supervisor's Work Phone: 202-566-0963
Proposed Start Date: 04/24/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div>Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/01/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attachment A.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

MYRA PRICE

Digitally signed by MYRA PRICE
Date: 2022.04.14 11:01:38
-04'00'

Date:

04/14/2022

Supervisor's Signature:

RUSSELL KAISER

Digitally signed by RUSSELL
KAISER
Date: 2022.04.14 11:54:36 -04'00'

Date:

04/14/2022

AA/RA (or designee) Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.09.14 11:21:50 -04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Myra Price: Employee Certification Basic Eligibility for Remote Work FY22

- ✓ 1. All my work is portable as demonstrated during the COVID-19 emergency remote work period.
- ✓ 2. Tasks or work assignments can be performed at least equally if not more effectively at the remote work location (RWL) as demonstrated over time within my position during COVID. My duties involve meetings with Regional counterparts and staff from OW, OGC, and OGD which normally occur via Teams or other remote meeting vehicles. As the National Wetland Program Development Grant (WPDG) Coordinator I have successfully working remotely the past two years while maintaining good "customer service" to the Regions and others. Associated work for the WPDGS and Enhancing State and Tribal Program (ESTP) requires assessments done through document and grant reviews online. The grant award and management processes are another primary function that occurs online through the Next Generation Grant System (NGGS). The current state of the program does not currently support state or tribal visits and audits are conducted online and with phone calls. Many of these tasks can be difficult to accomplish in a short time when reviewing grant proposals (submitted online) in the noisy cube environment. This applies to my necessary engagement with Wetland Program Plans working with Regional coordinators and my web Editor functions as well. Conference calls are also conducted in a remote work setting are also less disruptive to a staff in neighboring cubes when conducted in RWL.
- ✓ 3. Approving the RWL would not require reassignment of current work or tasks to other staff.
- ✓ 4. My work rarely requires access to in-office resources.
- ✓ 5. There will be no foreseen disruption to communication with internal or external clients/customers (e.g., public, state, and local entities, stakeholders) customer service with any agency customers or stakeholders (e.g., public, states, industry). Customers of the WPDGs and ESTP are states, tribes, and other partners including National Association of Wetland Managers; and the National Fish and Wildlife Foundation; and other nonprofit organizations. These customers are serviced primarily by providing grant implementation guidance, having access to EPA technical information on voluntary restoration and protection, general information and technical support that is provided through online calls or meetings as well as information and updates on our web pages.
- ✓ 6. My position does not require in-person interface with management officials or other colleagues on any routine basis; Primary Office of Water teams that I am required to participate in are virtual and will remain virtual. I am not required to be present in person for my primary workload responsibilities and have responded to management needs to meet and or contact me through virtual methods with no documented issues.
- ✓ 7.

Ex. 6 Personal Privacy (PP)
- ✓ 8. Technology needed to perform duties is available and fully functional; this is re-confirmed through this application.
- ✓ 9. I have previously complied with past telework agreements and will comply with potential new Remote Work Agreement

Special Circumstances for Consideration:

Ex. 6 Personal Privacy (PP)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Darren Reid	Job Title & Grade: Budget Analyst, GS 13 step 8
AAship/Region and Division: OW/OWOW	Address of Official Agency Worksite: 1301 Constitution Ave, NW, Washington, DC 20004
Employee's Work Phone: 202-566-1297	Employee's Work E-mail Address: reid.darren@epa.gov
First-line Supervisor: Sandy Dickens	First-line Supervisor's Work Phone: 202-566-2349
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <small>Ex. 6 Personal Privacy (PP)</small>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>April 4, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All of my duties can be performed at my off-site location. I've been able to perform all of my responsibilities over the past two years working remotely 100% without any issues. I didn't encounter any task that required me to be in the office during this period. In addition, I've been able to respond to all of my requests in a timely matter. I've been teleworking a couple days a week for the past several years and haven't had any performance issues. My current duties include FCO, Peopleplus and Travel Account Management. All of these duties are done electronically in the various EPA systems, e.g. Compass, CDW, Concur, EAS, IGMS, BAP that I conveniently access remotely. Working remotely will not hinder my performance at all. I've been more productive working at home with less distractions.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: DARREN REID <small>Digitally signed by DARREN REID Date: 2022.04.04 17:40:46 -04'00'</small>	Date: 4/4/2022
Supervisor's Signature: SANDY DICKENS <small>Digitally signed by SANDY DICKENS Date: 2022.04.05 14:05:49 -04'00'</small>	Date: 4.5.22
AA/RA (or designee) Signature: BENITA BEST-WONG <small>Digitally signed by BENITA BEST-WONG Date: 2022.06.08 08:52:13 -04'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Doruntime Rexhepi	Job Title, Pay Plan, Series & Grade: Environmental Engineer (0819); GS11
Office/Region and Division: OW/OST/EAD	Address of Regular Office or Worksite: EPA HQ
Employee's Work Phone: 202-566-2532	Employee's Work Email Address: rexhepi.doruntime@epa.gov
Supervisor's Name: Brian D'Amico	Supervisor's Work Phone & Email Address: 202-566-1069
Proposed Start Date: 04/25/2022	Proposed End Date (for DETO):

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite: Domestic Employee Teleworking Overseas Arrangement

☐ Yes ☒ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy) (DETO): ☐ Yes ☒ No

Request:

Select one: ☒ New Request ☐ Request for Modification to Existing Agreement []

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☒ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: Rexhepi, Doruntime
Digitally signed by Rexhepi, Doruntime
Date: 2022.05.10 08:42:45 -04'00'

Supervisor's Signature: BRIAN D'AMICO
Digitally signed by BRIAN D'AMICO
Date: 2022.05.11 07:33:47 -04'00'

Approval Official or Designee's Signature:

BENITA
BEST-WONG

Digitally signed by
BENITA BEST-WONG
Date: 2022.06.17
11:00:01 -04'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Matthew Richardson	Job Title & Grade: Environmental Protection Specialist, GS-13
AAship/Region and Division: HQ / OW / OWM / WID / SCIB	Address of Official Agency Worksite: 1200 Pennsylvania Ave NW, Washington DC 20460
Employee's Work Phone: 202 564 2947	Employee's Work E-mail Address: richardson.matthew@epa.gov
First-line Supervisor: Catherine Allen	First-line Supervisor's Work Phone: 202 566 1039
Proposed Start Date: 03/27/2022	If Temporary, Proposed End Date: na
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 202-564-2947(office) <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): 202-564-2947(office) <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>01/11/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See the attached 'remote_richardson_explanation.doc' file.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: MATTHEW RICHARDSON	Digitally signed by MATTHEW RICHARDSON Date: 2022.02.16 14:21:21 -05'00'	Date: 02/16/2022
Supervisor's Signature: Catherine Allen	Digitally signed by Catherine Allen Date: 2022.03.27 21:46:06 -04'00'	Date:
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.04.19 14:20:36 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Date: 2/16/22

From EPA form 3181-13 : *Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals*

Response:

Workload:

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

My work is entirely portable. One of my primary roles is to support funding for tribal drinking water and wastewater infrastructure construction, training and technical assistance. I actively maintain a network of: EPA staff located both at EPA Headquarters and all ten EPA Regions and non-EPA, federal staff. I am also the HQ main point of contact for an Alaskan Native Villages grant program that builds drinking water and wastewater infrastructure services in rural Alaska. In addition, most tribal communities are in the Western US. As a result, my workload and many of my communications occur with staff (both inside EPA and outside EPA) in the Mountain, Pacific and Alaskan time zones. My workday is structured to adequately support those people and communities in the US western time zones.

I also assist in the coordination of a multi-agency tribal Infrastructure Task Force (ITF) that addresses the drinking water and wastewater services for tribal communities. The ITF is comprised of five federal agencies with outreach to key tribal stakeholders. Most communications are conducted via email and telephone.

I am also a point of contact for wastewater utility technical assistance activities for small, rural, and tribal communities. Funding recipients are located throughout the US. Nearly all communications are conducted via email and telephone.

Prior to the start of the COVID pandemic, I successfully teleworked as needed and up to two days per pay period. Since the beginning of the COVID pandemic, my schedule has not been adversely affected by a remote work location (RWL) status.

Safety certification: I can attest that my RWL meets EPA safety certification criteria, is hazard free, and I have made a careful reasonable inspection for potential hazards. Supervisor signature on the 'EPA Remote Work Self-Certification Safety Checklist' form is either pending, or available upon request.

Working remotely effectively: I have demonstrated my ability to work effectively in a remote location

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) If I were to be a permanently remote employee, it would not diminish the ability for the agency to accomplish its mission or meet the operational goals of our office, division, and branch. Many of my meetings with outside stakeholders are throughout the US, and many are in the Mountain, Pacific and Alaskan time zones. As a result, remote meetings would always be the least costly and most effective way to conduct agency business to meet programmatic goals.

My coworkers and I have effectively utilized remote tools to engage with stakeholders, conduct meetings and report progress – both before and during the COVID pandemic. Most of our contractor support staff are located outside of the DC commuting area and as EPA returns to the office the contractor support meetings will continue to be remote. Current and future duties are fully portable and are not specific to the DC commuting area. My work team members regularly conduct routine meetings with me remotely. Document reviews are always in a digital format/interface.

I anticipate my RWL to be about an 8-hour drive, or 1.5-hour air flight, from Washington DC. I am ready and willing to return to DC as needed for team building, career enhancement and/or other purposes.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) I will continue to use the tools I have relied on and honed during the COVID-19 pandemic (e.g., MS Teams, SharePoint, etc.). I would continue to use MS Teams to help respond to quick questions via chat or video call. The timezone I am requesting (eastern) does not pose a burden on my colleagues who wish to meet with me. In addition, due to my schedule type, maxiflex, I can make myself available earlier in the day, as needed. My team conducts meetings regularly via teams to check in, and I have regular one-on-ones with my peers and supervisor.

Agency costs: My status as a remote employee will not diminish the Agency's ability to accomplish its mission and meet its operational goals and will also decrease agency costs. The agency would no longer have to cover the cost of my transit subsidy, office space, telephone services, conference rooms, office supplies, etc. Due to locality pay adjustments, my annual salary would decrease (by about 12%) and therefore an overall cost savings to the Agency.

In addition, if needed, there are two sets of federal office buildings in my local RWL area

Ex. 6 Personal Privacy (PP)

I could potentially have easy access to federal facilities for: badging issues, servicing and repair to my government issued laptop, meeting and/or video conferencing services, etc.

Assuming the COVID pandemic subsides, I anticipate travel approximately twice per year to attend and present at professional conferences nationwide. These meetings are needed to

continue fostering a collaborative team environment, build my career and would potentially cost around \$1,500 per trip. These travel costs are anticipated to be approximately the same as travel cost from a Washington DC area work location.

[End.]



Appendix A – EPA Remote Work Agreement

Employee's Name: Jerrod Rodriguez	Job Title, Pay Plan, Series & Grade: Information Security Officer, GS, 2210,14
Office/Region and Division: Office of Water	Address of Regular Office or Worksite: 1200 Constitution Ave NW Washington, DC 20002
Employee's Work Phone: Ex. 6 Personal Privacy (PP)	Employee's Work Email Address: Rodriguez.Jerrod@epa.gov
Supervisor's Name: Dominique Rey	Supervisor's Work Phone & Email Address: 202-564-1982 Rey.Dominique@epa.gov
Proposed Start Date: April 11, 2022	Proposed End Date (for DETO): NA
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Commuting Area of Regular Office or Worksite: <input type="radio"/> Yes <input checked="" type="radio"/> No (Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="radio"/> Yes <input checked="" type="radio"/> No	
Request: Select one: <input checked="" type="radio"/> New Request <input type="radio"/> Request for Modification to Existing Agreement	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="radio"/> Approved <input type="radio"/> Disapproved (cite reason(s) below)	
Employee's Signature: Rodriguez, Jerrod	Digitally signed by Rodriguez, Jerrod Date: 2022.03.17 11:31:47 -05'00'
Supervisor's Signature: DOMINIQUE REY	Digitally signed by DOMINIQUE REY Date: 2022.03.30 10:02:42 -04'00'
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.04.21 13:05:37 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kevin Roland	Job Title & Grade: Environmental Protection Specialist 14
AAship/Region and Division: OW/OGWDW/HQ	Address of Official Agency Worksite: 1201 Penn Ave N.W., Washington D.C. 20004
Employee's Work Phone: 2025644588	Employee's Work E-mail Address: roland.kevin@epa.gov
First-line Supervisor: Katrina Whilte	First-line Supervisor's Work Phone: 2025661753
Proposed Start Date: 4/22/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/9/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

- My job, as described in the application and in my PARs, is NOT for team leadership. I have attached the signed eopf position document which specifically states this is a non-supervisor/non-managerial position. I do not need access to material physically located in DC HQ to do my job (lab equipment etc). The server where the data I work with is housed isn't in DC HQ.
- My current PARS and responsibilities (performed remotely for two years) have me supporting the Rules and Grants teams, providing and developing metrics for the front office, as well as providing information directly to management in support the grants and rules teams, congressional, press or executive agency requests. I maintain the DWPD data and visualization (virtual) office hours to support DWPD. I remotely assist regional branch chiefs and regional data coordinators with DWPD's metrics. I also remotely participate in EJscreen and related EJ mapping efforts.
- My grant work involves MS Excel grant application formulas for non-competitive grants, and threshold review for applications submitted electronically. Neither of these functions is working with grant applicants, in person or otherwise.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: KEVIN ROLAND <small>Digitally signed by KEVIN ROLAND Date: 2022.04.07 09:53:50 -04'00'</small>	Date: 6/7/2022
Supervisor's Signature: Katrina White <small>Digitally signed by Katrina White Date: 2022.04.10 08:49:25 -04'00'</small>	Date: 04/10/2022
AA/RA (or designee) Signature: BENITA BEST-WONG <small>Digitally signed by BENITA BEST-WONG Date: 2022.06.24 08:40:54 -04'00'</small>	Date: 6/24/2022
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Nicholas Rosenau	Job Title, Pay Plan, Series & Grade: Biologist, GS-13
Office/Region and Division: Office of Water/Office of Wetlands, Oceans and Watersheds	Address of Regular Office or Worksite: 1200 Pennsylvania Ave, N.W. Washington, DC 20460
Employee's Work Phone: 202-566-1329	Employee's Work Email Address: rosenau.nicholas@epa.gov
Supervisor's Name: Katherine Weiler	Supervisor's Work Phone & Email Address: 202-566-1280 (weiler.katherine@epa.gov)
Proposed Start Date: May 8, 2022	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Local Commuting Area of Regular Office or Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature: NICHOLAS ROSENAU	Digitally signed by NICHOLAS ROSENAU Date: 2022.04.28 10:51:11 -04'00'
Supervisor's Signature: KATHERINE WEILER	Digitally signed by KATHERINE WEILER Date: 2022.05.24 08:53:15 -04'00'

Approval Official or Designee's Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.11.08 09:23:24 -05'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Gary Russo		Job Title & Grade: Environmental Scientist, GS-13			
Office/Region and Division: OW/OST/SHPD					
Employee's Work Phone: (202) 566-1335		Employee's Work E-mail Address: russo.gary@epa.gov			
First-line Supervisor: Shari Barash		First-line Supervisor's Work Phone: (202) 566-0996			
Proposed Start Date: April 25, 2022		Proposed End Date: (for Medical Telework)			
Address of Alternate Work Location (Including city, state and zip code): [Redacted]					
Phone Number of Alternate Work Location: <small>Ex. 6 Personal Privacy (PP)</small>		Fax Number of Alternate Work Location (if applicable):			
Request: <input checked="" type="checkbox"/> New Request Agreement <input type="checkbox"/> Annual Recertification <input type="checkbox"/> Request for Modification to Existing					
Type of Telework Agreement: <input type="checkbox"/> Regular <input type="checkbox"/> Episodic <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Full-time If Regular Telework, Number of days per week: _____ or number of days per pay period: _____ <input type="checkbox"/> If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).					
Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.					
	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET
Pay Period Week #2					
Official Worksite					
Alternate Work Location	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET
Description of Portable Work to be performed at Alternate Work Location: Scientific and policy analysis					
Approval/Disapproval (attach additional documentation, if needed): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications (cite reason(s) and modification below) <input type="checkbox"/> Disapproved (cite reason(s) below)					
Employee's Signature:			Date:		
Supervisor's Signature:			Date:		
DAA/DRA (or designee Signature (For Full-time Telework):			Date:		
NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist. Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.					

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Gary Russo	Job Title & Grade: Environmental Scientist GS-13
Office/Region and Division: OW/OST/SHPD	
Employee's Work Phone: (202) 566-1335	Employee's Work E-mail Address: russo.gary@epa.gov
First-line Supervisor: Shari Barash	First-line Supervisor's Work Phone: (202) 566-0996
Proposed Start Date: April 25, 2022	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (Including city, state and zip code): [Redacted]	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	Fax Number of Alternate Work Location (if applicable):

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ Regular ☐ Episodic ☐ Medical ☒ Full-time
All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET
Pay Period Week #2					
Official Worksite					
Alternate Work Location	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET	9:30am - 6:00 pm ET

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: 4/25/2019

Employee's Signature:

Date:

Supervisor's Signature:

Date:

DAA/DRA (or designee) Signature (For Full-time Telework):

Date:

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix C- EPA-NTEU Telework Application

Employee Name: Dan Schmelling		Job Title & Grade: Environmental Engineer GS-15			
Office/Region and Division: OW/OGWDW/WSD/IO					
Employee's Work Phone: 202-564-5281		Employee's Work E-mail Address: schmelling.dan@epa.gov			
First-line Supervisor: David Travers		First-line Supervisor's Work Phone: 202-564-4638			
Proposed Start Date: 04/18/2022		Proposed End Date: (for Medical Telework) _			
Address of Alternate Work Location (Including city, state and zip code): <div style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>					
Phone Number of Alternate Work Location: <div style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>		Fax Number of Alternate Work Location (if applicable):			
Request: <input checked="" type="checkbox"/> New Request Agreement <input type="checkbox"/> Annual Recertification <input type="checkbox"/> Request for Modification to Existing					
Type of Telework Agreement: <input type="checkbox"/> Regular <input type="checkbox"/> Episodic <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Full-time					
If Regular Telework, Number of days per week: _ or number of days per pay period: _ <input type="checkbox"/> If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).					
Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.					
	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	0900-1800	0900-1800	0900-1800	0900-1800	0900-1800
Pay Period Week #2					
Official Worksite					
Alternate Work Location	0900-1800	0900-1800	0900-1800	0900-1800	0900-1800
Description of Portable Work to be performed at Alternate Work Location: Water sector cybersecurity and risk assessment policy and implementation activities and other water security work as tasked					
Approval/Disapproval (attach additional documentation, if needed): <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Approved </div> <div> <input type="checkbox"/> Approved with Modifications (cite reason(s) and modification below) </div> <div> <input type="checkbox"/> Disapproved (cite reason(s) below) </div> </div>					
Employee's Signature:				Date: 04/04/2022	
Supervisor's Signature:				Date:	
DAA/DRA (or designee Signature (For Full-time Telework):				Date:	
NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.					
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.					

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Dan Schmelling	Job Title & Grade: Environmental Engineer GS-15
Office/Region and Division: OW/OGWDW/WSD/IO	
Employee's Work Phone: 202-564-5281	Employee's Work E-mail Address: schmelling.dan@epa.gov
First-line Supervisor: David Travers	First-line Supervisor's Work Phone: 202-564-4638
Proposed Start Date: 04/18/2022	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (Including city, state and zip code): <div style="border: 1px solid black; padding: 2px; font-size: small;">Ex. 6 Personal Privacy (PP)</div>	
Phone Number of Alternate Work Location: <div style="border: 1px solid black; padding: 2px; font-size: small;">Ex. 6 Personal Privacy (PP)</div>	Fax Number of Alternate Work Location (if applicable):

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement:

 ☐ Regular

 ☐ Episodic

 ☐ Medical

 ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	0900-1800	0900-1800	0900-1800	0900-1800	0900-1800
Pay Period Week #2					
Official Worksite					
Alternate Work Location	0900-1800	0900-1800	0900-1800	0900-1800	0900-1800

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles.

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;

- The employee has been employed at the EPA for at least a reasonable “orientation” period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL.

Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);

- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and
- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;

3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: 04/04/2022

Employee's Signature:**Date:** 04/04/2022**Supervisor's Signature:****Date:****DAA/DRA (or designee Signature (For Full-time Telework):****Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Travis Smith	Job Title & Grade: IT Specialist GS-12
AAship/Region and Division: OW-MOS-PMO	Address of Official Agency Worksite: 1200 Pennsylvania Ave NW Washington, DC 20460
Employee's Work Phone: N/A	Employee's Work E-mail Address: smith.travis@epa.gov
First-line Supervisor: Dominique Rey	First-line Supervisor's Work Phone: 202-564-1982
Proposed Start Date: April 24, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>March 17, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Below please find a rationale explaining: (1) how I can perform all of my duties as effectively from my remote work location (RWL) as from the Official Agency Worksite and, (2) how approval of this request for remote work will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

1. Work is 100% Portable:

I work as an Information Technology (IT) Specialist in the Office of Water (OW), Management & Operations Staff (MOS), Project Management Office (PMO). In my capacity as an IT Specialist, I serve as a SharePoint Manager for OW's SharePoint Site and Technical Lead for PMO eBusiness, which are both internet-based systems. I work on software analysis, design, and development, implementation of new IT systems, and enhancements to existing IT systems. I also advise on matters regarding software development, evaluation, and integration. All of my work involves web-based systems and databases, rendering this work 100% portable.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: TRAVIS SMITH <small>Digitally signed by TRAVIS SMITH Date: 2022.04.11 12:29:35 -04'00'</small>	Date: April 11, 2022
Supervisor's Signature: DOMINIQUE REY <small>Digitally signed by DOMINIQUE REY Date: 2022.04.17 23:49:30 -04'00'</small>	Date: April 17, 2022
AA/RA (or designee) Signature: BENITA BEST-WONG <small>Digitally signed by BENITA BEST-WONG Date: 2022.11.30 09:06:45 -05'00'</small>	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Barbara Soares		Job Title & Grade: Toxicologist, GS-13			
Office/Region and Division: Office of Water/DC HQ/HECD/HHRAB					
Employee's Work Phone: 202-566-1437		Employee's Work E-mail Address: soares.barbara@epa.gov			
First-line Supervisor: Susan Euling		First-line Supervisor's Work Phone: 202-566-2717			
Proposed Start Date: 4/24/22		Proposed End Date: (for Medical Telework)			
Address of Alternate Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)					
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)		Fax Number of Alternate Work Location (if applicable):			
Request: <input type="checkbox"/> New Request Agreement <input type="checkbox"/> Annual Recertification <input checked="" type="checkbox"/> Request for Modification to Existing					
Type of Telework Agreement: <input type="checkbox"/> Regular <input type="checkbox"/> Episodic <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Full-time If Regular Telework, Number of days per week: _____ or number of days per pay period: _____ <input type="checkbox"/> If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).					
Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.					
	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	6:30am-3:30pm	6:00am-3:30pm	6:00am-3:30pm	6:00am-3:30pm	
Pay Period Week #2					
Official Worksite					
Alternate Work Location	6:30am-3:30pm	6:00am-3:30pm	6:00am-3:30pm	6:00am-3:30pm	6:00am-3:30pm
Description of Portable Work to be performed at Alternate Work Location: I can perform all duties including development and review documents and other work products and effective communication with internal and external partners via email, Teams, and phone.					
Approval/Disapproval (attach additional documentation, if needed): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications (cite reason(s) and modification below) <input type="checkbox"/> Disapproved (cite reason(s) below)					
Employee's Signature: BARBARA SOARES			Digitally signed by BARBARA SOARES Date: 2022.03.29 07:37:52 -04'00'		
Supervisor's Signature: SUSAN EULING			Digitally signed by SUSAN EULING Date: 2022.04.06 00:15:45 -04'00'		
DAA/DRA (or designee Signature (For Full-time Telework):			Date:		
NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.					
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.					

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Barbara Soares	Job Title & Grade: Toxicologist, GS-13
Office/Region and Division: Office of Water/DC HQ/HECD/HHRAB	
Employee's Work Phone: 202-566-1437	Employee's Work E-mail Address: soares.barbara@epa.gov
First-line Supervisor: Susan Euling	First-line Supervisor's Work Phone: 202-566-2717
Proposed Start Date: 4/24/22	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (including city, state and zip code): <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	
Phone Number of Alternate Work Location: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	Fax Number of Alternate Work Location (if applicable):

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement:
 ☐ Regular
 ☐ Episodic
 ☐ Medical
 ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	6:30am-3:30pm	6:00am-3:30pm	6:00am-3:30pm	6:00am-3:30pm	
Pay Period Week #2					
Official Worksite					
Alternate Work Location	6:30am-3:30pm	6:00am-3:30pm	6:00am-3:30pm	6:00am-3:30pm	6:00am-3:30pm

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: 3/29/22

Employee's Signature:

BARBARA SOARES

Digitally signed by BARBARA SOARES
Date: 2022.03.29 07:38:34 -04'00'

Date:

3/29/22

Supervisor's Signature:

SUSAN EULING

Digitally signed by SUSAN EULING
Date: 2022.04.06 00:17:10 -04'00'

Date:

4/6/22

DAA/DRA (or designee) Signature (For Full-time Telework):

Date:

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix C- EPA-NTEU Telework Application

Employee Name: David Tobias	Job Title & Grade: Physical Scientist, GS-15
Office/Region and Division: OW/OST/HECD	
Employee's Work Phone: 202-564-8534 desk	Employee's Work E-mail Address: tobias.david@epa.gov
First-line Supervisor: Elizabeth Behl	First-line Supervisor's Work Phone: 202-566-0788
Proposed Start Date: November 1, 2022	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (including city, state and zip code):	

Ex. 6 Personal Privacy (PP)

Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	Fax Number of Alternate Work Location (if applicable):
Request: <input checked="" type="checkbox"/> New Request Agreement <input type="checkbox"/> Annual Recertification <input type="checkbox"/> Request for Modification to Existing	
Type of Telework Agreement: <input type="checkbox"/> Regular <input type="checkbox"/> Episodic <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Full-time	
If Regular Telework, Number of days per week: _____ or number of days per pay period: _____	
<input type="checkbox"/> If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).	
Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.	
	Monday Tuesday Wednesday Thursday Friday
Pay Period Week #1	
Official Worksite	
Alternate Work Location	9:00AM-5:30PM 9:00AM-5:30PM 9:00AM-5:30PM 9:00AM-5:30PM 9:00AM-5:30PM
Pay Period Week #2	
Official Worksite	
Alternate Work Location	9:00AM-5:30PM 9:00AM-5:30PM 9:00AM-5:30PM 9:00AM-5:30PM 9:00AM-5:30PM
Description of Portable Work to be performed at Alternate Work Location: All duties are portable and can be performed remotely. Evaluation and design of risk assessments of chemicals in biosolids and development of risk management options for chemicals that present risk.	
Approval/Disapproval (attach additional documentation, if needed): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications (cite reason(s) and modification below) <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature: DAVID TOBIAS <small>Digitally signed by DAVID TOBIAS Date: 2022.10.21 17:04:29 -04'00'</small>	Date: 10/21/2022
Supervisor's Signature: ELIZABETH BEHL <small>Digitally signed by ELIZABETH BEHL Date: 2022.10.26 13:32:37 -04'00'</small>	Date: 10/26/2022
DAA/DRA (or designee Signature (For Full-time Telework):	Date: 12/21/22
NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.	
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: David Tobias	Job Title & Grade: Physical Scientist, GS-15
Office/Region and Division: OW/OST/HECD	
Employee's Work Phone: 202-564-8534 (desk)	Employee's Work E-mail Address: tobias.david@epa.gov
First-line Supervisor: Elizabeth Behl	First-line Supervisor's Work Phone: 202-566-0788
Proposed Start Date: November 1, 2022	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (including city, state and zip code):	

Ex. 6 Personal Privacy (PP)

Phone Number of Alternate Work Location: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Fax Number of Alternate Work Location (if applicable):
--	---

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement:
 ☐ Regular
 ☐ Episodic
 ☐ Medical
 ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	9:00AM-5:30PM	9:00AM-5:30PM	9:00AM-5:30PM	9:00AM-5:30PM	9:00AM-5:30PM
Pay Period Week #2					
Official Worksite					
Alternate Work Location	9:00AM-5:30PM	9:00AM-5:30PM	9:00AM-5:30PM	9:00AM-5:30PM	9:00AM-5:30PM

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: 04/21/2022

Employee's Signature: DAVID TOBIAS	Digitally signed by DAVID TOBIAS Date: 2022.10.21 17:05:50 -04'00'	Date: 10/21/2022
Supervisor's Signature: ELIZABETH BEHL	Digitally signed by ELIZABETH BEHL Date: 2022.10.26 13:34:33 -04'00'	Date: 10/26/2022
DAA/DRA (or designee) Signature (For Full-time Telework):		Date:

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Elizabeth Tran	Job Title & Grade: Financial Analyst, GS 13
AAship/Region and Division: Washington DC/HQ	Address of Official Agency Worksite: 1301 Constitution Avenue, NW, Washington DC 20460
Employee's Work Phone: 202-566-2554	Employee's Work E-mail Address: tran.elizabeth@epa.gov
First-line Supervisor: Jorianne Jernberg	First-line Supervisor's Work Phone: 202-566-1831
Proposed Start Date: 3/21/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div>Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/16/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached documentation for justification and Section 2: Employee's approved schedule.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

ELIZABETH TRAN

Digitally signed by ELIZABETH
TRAN
Date: 2022.03.17 15:46:19 -04'00'

Date:

3/17/2022

Supervisor's Signature:

JORIANNE
JERNBERG

Digitally signed by JORIANNE
JERNBERG
Date: 2022.09.12 20:37:41 -04'00'

Date:

4/22/2022

AA/RA (or designee) Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.11.30 09:05:09 -05'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Michael Trombley	Job Title & Grade: Program Analyst - GS14
AAship/Region and Division: OW - OPARMS	Address of Official Agency Worksite: Washington, DC
Employee's Work Phone: 202-564-3906	Employee's Work E-mail Address: trombley.michael@epa.gov
First-line Supervisor: Macara Lousberg	First-line Supervisor's Work Phone: 202-564-5576
Proposed Start Date: Upon approval	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div> (Personal Phone)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/25/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

100% of my work is portable. All of my meetings have moved permanently to Teams calls allowing my tasks or work assignments to be performed equally effectively at the RWL. Approving the RWL would not require reassignment of current work or tasks to other staff. All of my work products are computer oriented tasks created in Word, Sharepoint, EAMS (the agency action database), Excel, or through Outlook and do not require access to in office resources. There will be no foreseen disruption to communication with internal or external clients/customers (e.g. public, state and local entities, stakeholders) customer service with any agency customers or stakeholders (e.g., public, states, industry). I do not have have duties or work assignments requiring face-to-face customer service or coworker interface.

Ex. 6 Personal Privacy (PP)

The technology

needed to perform my duties is available and fully functional. I will continue to comply with the terms of my written and approved Remote Work Agreement.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Trombley, Michael	Digitally signed by Trombley, Michael Date: 2022.07.19 13:41:59 -04'00'	Date: 7/19/2022
Supervisor's Signature: MACARA LOUSBERG	Digitally signed by MACARA LOUSBERG Date: 2022.07.21 11:26:46 -04'00'	Date: 7/21/2022
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.09.14 16:08:27 -04'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: George L. Utting	Job Title, Pay Plan, Series & Grade: Environmental Scientist, GS-1301-15/10
Office/Region and Division: Office of Water/HQ/Water Permits Division	Address of Regular Office or Worksite: 1200 Penn. Avenue, Washington, D.C.
Employee's Work Phone: 202-564-0744	Employee's Work Email Address: utting.george@epa.gov
Supervisor's Name: Christopher J. Kloss	Supervisor's Work Phone & Email Address: kloss.christopher@epa.gov; 202-564-1438
Proposed Start Date: November 1, 2022	Proposed End Date (for DETO):

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:
☐ Yes ☒ No
(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement
(DETO): ☐ Yes ☐ No

Request:
Select one: ☒ New Request ☐ Request for Modification to Existing Agreement []

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):
☒ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature:
George Utting 9/13/2022

Supervisor's Signature:
CHRISTOPHER KLOSS
Digitally signed by CHRISTOPHER KLOSS
Date: 2022.09.20 10:36:19 -04'00'

Approval Official or Designee's Signature:

BENITA BEST-WONG

Digitally signed by BENITA BEST-WONG
Date: 2022.09.21 12:28:58 -04'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Britney Vazquez	Job Title & Grade: Environmental Protection Specialist, 13
AAship/Region and Division: OW/OWM/WID/WIRFC	Address of Official Agency Worksite: 1200 Pennsylvania Ave., NW, MC 7329K, Washington, DC 204
Employee's Work Phone: 202-564-4552	Employee's Work E-mail Address: vazquez.bev@epa.gov
First-line Supervisor: Sonia Brubaker	First-line Supervisor's Work Phone: 202-564-0120
Proposed Start Date: 1/30/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/19/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

After teleworking full-time for over two years, I have effectively transitioned from working in the office to full-time remote work. **Ex. 6 Personal Privacy (PP)** complete my projects, and accomplish the Agency's mission and meet its operational goals. I have worked with my supervisor to overcome obstacles as they occurred - including interruptions in communications caused by the failure of Agency equipment/technology, internet, and/or telephone outages - so that the work of the Agency can be accomplished in an effective and timely manner. My commute will also be essentially eliminated, which will decrease the Agency's carbon footprint and result in a cost savings for the Agency in my monthly transit subsidy. Since beginning my position in the Water Finance Center, 100% of all of my duties are able to be performed remotely. Approval of my remote work request will not require reassignment of current work or tasks to others. Communications with my supervisor have also not been impacted and I have always been able to be reached by my supervisor or have replied in a reasonable amount of time. I readily have technology to work remotely effectively through my laptop, webcam, microphone, Teams chat, Teams video,

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: BRITNEY VAZQUEZ	Digitally signed by BRITNEY VAZQUEZ Date: 2022.03.31 08:27:50 -04'00'	Date: 03/31/2022
Supervisor's Signature: SONIA BRUBAKER	Digitally signed by SONIA BRUBAKER Date: 2022.03.31 16:02:26 -04'00'	Date: 03/31/2022
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.06.07 19:24:44 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

After teleworking full-time for over two years, I have effectively transitioned from working in the office to full-time remote work.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) complete my projects, and accomplish the Agency's mission and meet its operational goals. I have worked with my supervisor to overcome obstacles as they occurred - including interruptions in communications caused by the failure of Agency equipment/technology, internet, and/or telephone outages - so that the work of the Agency can be accomplished in an effective and timely manner. My commute will also be essentially eliminated, which will decrease the Agency's carbon footprint and result in a cost savings for the Agency in my monthly transit subsidy. Since beginning my position in the Water Finance Center, 100% of all of my duties are able to be performed remotely. Approval of my remote work request will not require reassignment of current work or tasks to others. Communications with my supervisor have also not been impacted and I have always been able to be reached by my supervisor or have replied in a reasonable amount of time. I readily have technology to work remotely effectively through my laptop, webcam, microphone, Teams chat, Teams video, ZoomGov, telephone, etc. I will also be located within the commuting distance and, therefore, able to arrive to the office within 24 hours if recalled.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Donald F. Wayne	Job Title & Grade: Environmental Protection Specialist, GS13
AAship/Region and Division: OW	Address of Official Agency Worksite: 1301 Constitution Ave., NW, Washington, DC 20460
Employee's Work Phone: 202-566-1170	Employee's Work E-mail Address: waye.don@epa.gov
First-line Supervisor: Michael E. Scozzafava	First-line Supervisor's Work Phone: 202-566-2858
Proposed Start Date: September 25, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/22/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>I was previously approved for full-time remote work in Ex. 6 Personal Privacy (PP)</p> <p>Ex. 6 Personal Privacy (PP) All of my work is portable and I am equipped with all the tools I need to perform my job duties remotely. I will have reliable stable 5G gig-speed Internet access and a quiet remote work office. Ex. 6 Personal Privacy (PP)</p> <p>Ex. 6 Personal Privacy (PP) I have been a highly effective team member and collaborator throughout my 20-year career with EPA, including while working primarily remotely since March 2020. Ex. 6 Personal Privacy (PP)</p> <p>Ex. 6 Personal Privacy (PP)</p> <p>Throughout my tenure at EPA, I have made a point to be highly available to my coworkers and managers and to promote teamwork, camaraderie and positive workplace culture. Based on my track record and personal disposition, I believe I will serve as a strong ambassador toward promoting positive workplace culture in the new hybrid workplace. I will lead by example. To meet my light work travel needs, my new location is 20 minutes away from Ex. 6 Personal Privacy (PP) and I have reliable automobile transportation. My certified/signed safety checklist is attached.</p> <p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved (cite reason(s) below)</p>	
<p>Employee's Signature: DONALD WAYE</p> <p><small>Digitally signed by DONALD WAYE Date: 2022.09.01 12:32:04 -04'00'</small></p>	<p>Date:</p>
<p>Supervisor's Signature: MICHAEL SCOZZAFAVA</p> <p><small>Digitally signed by MICHAEL SCOZZAFAVA Date: 2022.09.06 11:57:50 -04'00'</small></p>	<p>Date:</p>
<p>AA/RA (or designee) Signature: BENITA BEST-WONG</p> <p><small>Digitally signed by BENITA BEST-WONG Date: 2022.11.08 09:16:27 -05'00'</small></p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix A – EPA Remote Work Agreement

Employee's Name: Wintersteen, Katherine	Job Title, Pay Plan, Series & Grade: Program Analyst GS-0343-12
Office/Region and Division: Office of Water / OAA / RMS	Address of Regular Office or Worksite: 1200 Pennsylvania Ave., NW, Washington, DC 20460
Employee's Work Phone: 202-564-4928	Employee's Work Email Address: wintersteen.katie@epa.gov
Supervisor's Name: Sharon Vazquez	Supervisor's Work Phone & Email Address: 202-564-1622 / vazquez.sharon@epa.gov
Proposed Start Date: 2/13/2022	Proposed End Date (for DETO): 06/05/2024
Address of Remote Work Location (including city, state and zip code): 	
Within same Locality Commuting Area of Regular Office or Worksite: <input type="radio"/> Yes <input checked="" type="radio"/> No (Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Domestic Employee Teleworking Overseas Arrangement (DETO): <input checked="" type="radio"/> Yes <input type="radio"/> No	
Request: Select one: <input checked="" type="radio"/> New Request <input type="radio"/> Request for Modification to Existing Agreement	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="radio"/> Approved <input type="radio"/> Disapproved (cite reason(s) below)	
Employee's Signature: Wintersteen, Katherine	Digitally signed by Wintersteen, Katherine Date: 2022.03.22 12:36:06 -04'00'
Supervisor's Signature: SHARON VAZQUEZ	Digitally signed by SHARON VAZQUEZ Date: 2022.04.22 11:04:22 -04'00'
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2023.01.03 15:10:09 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	



Appendix A – EPA Remote Work Agreement

Employee's Name: Theresa M. Woods	Job Title, Pay Plan, Series & Grade: Program Analyst (Leader), GS-0343-14-09
Office/Region and Division: Office of Water, Office of the Assistant Administrator, Resource Management Staff	Address of Regular Office or Worksite: 1200 Pennsylvania Ave, NW, Washington, DC 20460
Employee's Work Phone: 202-564-0326	Employee's Work Email Address: woods.terry@epa.gov
Supervisor's Name: Sharon Vazquez	Supervisor's Work Phone & Email Address: 202-564-1622, vazquez.sharon@epa.gov
Proposed Start Date: March 27, 2022	Proposed End Date (for DETO): N/A
Address of Remote Work Location (including city, state and zip code): 	
Within same Locality Commuting Area of Regular Office or Worksite: <input checked="" type="radio"/> Yes <input type="radio"/> No (Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="radio"/> Yes <input type="radio"/> No	
Request: Select one: <input checked="" type="radio"/> New Request <input type="radio"/> Request for Modification to Existing Agreement	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="radio"/> Approved <input type="radio"/> Disapproved (cite reason(s) below)	
Employee's Signature: THERESA WOODS	Digitally signed by THERESA WOODS Date: 2022.02.11 14:34:22 -05'00'
Supervisor's Signature: SHARON VAZQUEZ	Digitally signed by SHARON VAZQUEZ Date: 2022.03.17 11:08:00 -04'00'
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.04.10 22:15:19 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Christopher Yarnell	Job Title & Grade: Program Analyst - GS 11
AAship/Region and Division: OW - OWM - WMD	Address of Official Agency Worksite: 1200 Pennsylvania Ave, N.W., Washington, DC 20460
Employee's Work Phone: 202-566-2221	Employee's Work E-mail Address: yarnell.christopher@epa.gov
First-line Supervisor: Alejandro Escobar	First-line Supervisor's Work Phone: 202-564-9047
Proposed Start Date: 03-17-2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div>Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>01-19-2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached addendum

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:	Date: 03-18-2022
Supervisor's Signature:	Date:
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Addendum

Explain how you can perform all of your duties as effectively from the RWL as the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

Work Duties:

1. Reviewing and providing feedback to the loan agreement, term sheet, and ordinance.
2. FOIA Liaison – Research, processes, and prepares supporting documentation for FOIA requests.
3. Manages Loan Approval Process – schedules briefings, and review and prepare file packages.
4. SharePoint Admin – Manages and creates data sets and flows and provides access and technical assistance to over 450 users.
5. Compiles project and loan data and generates reports.

If this request is approved, I will continue to effectively perform the above listed duties because my entire job is performed on a cloud-based system that can be accessed anywhere with an internet connection, requires minimal contact with staff located within my office, and an RWL will not require reassignment of work to others.

For example, FOIA requests involve collaborating with state and local governments, outside contractors, and staff located within the OGC, and immediate office of OWM and OW. Over 90% of SharePoint support is provided to non-EPA staff. And compiling project and loan data exclusively involves communicating with outside contractors.

A RWL will not impact collaboration with my team because I am immediately accessible by phone, instant messenger, and video calling. Since the beginning of 2022 through mid-March, I have only missed 2 calls that occurred during my lunch period.

Receiving approval of a RWL will not diminish the Agency's ability to accomplish its mission and meet its operational goals, rather, it would improve it, because the cubicle environment does not facilitate open communication. For example, all communication whether by phone or in person at a cubicle creates a distraction to those sitting nearby. I also personally feel more open to express my thoughts and ideas without having to worry about others listening in or disturbing anyone in the same room.

Another benefit a RWL provides is that it allows the Agency to take advantage of time zone differences. For example, in September 2021, my office's SharePoint site needed to be reconfigured to support the Agency's transition from Internet Explorer to Google Chrome. The reconfiguring would take about 3.5 hours to complete, could only be started after 9:30 pm (EST), and would prevent shared file access until completed. Had this project needed to be performed in person, it would have substantially limited work operations between 8:30 am to noon for approximately 35 people. Fortunately, I was teleworking from

Ex. 6 Personal Privacy (PP) Was able to take advantage of the 3-hour time zone difference to have our system functioning before anybody logged in the following day.

Granting remote work will further support EPA, OPM, and GSA's mission to eliminating emissions generated from commuting, reducing federal office space and travel cost, while increase employment flexibility and satisfaction.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: FaycAl (Phil) Zahreddine	Job Title & Grade: ENVIRONMENTAL PROTECTION SPECIALIST - GS-15
AAship/Region and Division: OW/OWM/WID	Address of Official Agency Worksite: 1201 Constitution Ave NW Washington, DC 20004
Employee's Work Phone: (202) 564-0587	Employee's Work E-mail Address: zahreddine.phil@epa.gov
First-line Supervisor: Catherine Allen	First-line Supervisor's Work Phone: (202) 566-1039
Proposed Start Date: 02/28/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/07/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My job duties include coordinating wastewater treatment technology activities, serving as a national subject matter expert on committees and meetings, research and development coordination, and providing technical support to OWM and OW management, EPA Regions, and other OW program offices. Specific responsibilities included in my PARS and reflected in my assigned duties generally fall in three areas: serving as a technical advisor and providing expert technical support on wastewater technologies and management approaches at the Branch, Division, and office level; Serving as the OWM lead on research activities internally with ORD and externally with research stakeholders such as the Water Research Foundation; and providing technical support and information needed for internal OW programs, EPA Regions, and public inquiries.

In the first area, I provide technical support on programmatic activities and projects determined to be of priority at the Branch, Division or Office level. This involves providing expertise, data, and/or technical analysis related to areas such as

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: FAYCAL ZAHREDDINE	Digitally signed by FAYCAL ZAHREDDINE Date: 2022.02.14 10:19:44 -05'00'	Date: 2/14/22
Supervisor's Signature: Catherine Allen	Digitally signed by Catherine Allen Date: 2022.03.14 21:20:39 -04'00'	Date:
AA/RA (or designee) Signature: BENITA BEST-WONG	Digitally signed by BENITA BEST-WONG Date: 2022.05.23 16:48:37 -04'00'	Date: 5/23/2022

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Faycal (Phil) Zahreddine Remote Work Text

My job duties include coordinating wastewater treatment technology activities, serving as a national subject matter expert on committees and meetings, research and development coordination, and providing technical support to OWM and OW management, EPA Regions, and other OW program offices. Specific responsibilities included in my PARS and reflected in my assigned duties generally fall in three areas: serving as a technical advisor and providing expert technical support on wastewater technologies and management approaches at the Branch, Division, and office level; Serving as the OWM lead on research activities internally with ORD and externally with research stakeholders such as the Water Research Foundation; and providing technical support and information needed for internal OW programs, EPA Regions, and public inquiries.

In the first area, I provide technical support on programmatic activities and projects determined to be of priority at the Branch, Division or Office level. This involves providing expertise, data, and/or technical analysis related to areas such as engineered systems in various wastewater technology and research areas and for funding programs, promoting innovation and sustainability including energy conservation and recovery, sustainable nutrient removal and recovery, emerging contaminants management, wastewater reuse, biosolids management, and technology impacts on greenhouse gas emissions. This work involves responding to requests for information and review of technical materials in support of organizational programs and activities and providing information, analysis, and recommendations by email and discussing them on calls with team members and managers. The work also involves having discussions and providing input and recommendations to management which are generally done through calls or by email. This area of responsibility also involves participating in team activities involving joint development or review of materials conducted via SharePoint or by exchanging emails.



Appendix D – Remote Work Agreement

Employee's Name: Joseph Ziobro	Job Title, Pay Plan, Series & Grade: Biologist (1301), GS-13
Office/Region and Division: Office of Water, Watershed Restoration, Assessment, and Protection Division	Address of Regular Office or Worksite: 1301 Constitution Avenue NW, Washington, DC 20004
Employee's Work Phone: 202-566-2995	Employee's Work Email Address: ziobro.joseph@epa.gov
Supervisor's Name: Mike E. Scozzafava	Supervisor's Work Phone & Email Address: 202-566-2858
Proposed Start Date: 1/1/2023	Proposed End Date (for DETO): N/A
Address of Remote Work Location (including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Local Commuting Area of Regular Office or Worksite: <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)</div><div>Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="checkbox"/> Yes <input type="checkbox"/> No</div></div>	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <div style="display: flex; align-items: center;"><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</div>	
Employee's Signature: <div style="display: flex; justify-content: space-between; align-items: center;"><div style="text-align: center;">JOSEPH ZIOBRO</div><div>Digitally signed by JOSEPH ZIOBRO Date: 2022.10.26 10:01:27 -04'00'</div></div>	
Supervisor's Signature: MICHAEL SCOZZAFAVA <div style="display: flex; justify-content: space-between; align-items: center;"><div style="text-align: center;">SCOZZAFAVA</div><div>Digitally signed by MICHAEL SCOZZAFAVA Date: 2022.10.31 13:57:37 -04'00'</div></div>	

Approval Official or Designee's Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.12.21 11:32:38 -05'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Lynn Zipf	Job Title, Pay Plan, Series & Grade: Program Analyst GS 0343 15
Office/Region and Division: OW/OPARMS	Address of Regular Office or Worksite: 1201 Constitution Ave. Washington DC 20460
Employee's Work Phone: 202-564-1509	Employee's Work Email Address: Zipf.Lynn@epa.gov
Supervisor's Name: Macara Lousberg	Supervisor's Work Phone & Email Address: 202-564-5576 Lousberg.Macara@epa.gov
Proposed Start Date: 06/05/2022	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Local Commuting Area of Regular Office or Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature: LYNN ZIPF Digitally signed by LYNN ZIPF Date: 2022.05.25 09:07:56 -04'00'	
Supervisor's Signature: MACARA LOUSBERG Digitally signed by MACARA LOUSBERG Date: 2022.06.06 14:50:33 -04'00'	

Approval Official or Designee's Signature: BENITA BEST-
WONG

Digitally signed by BENITA BEST-
WONG
Date: 2022.09.20 16:12:50 -04'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.